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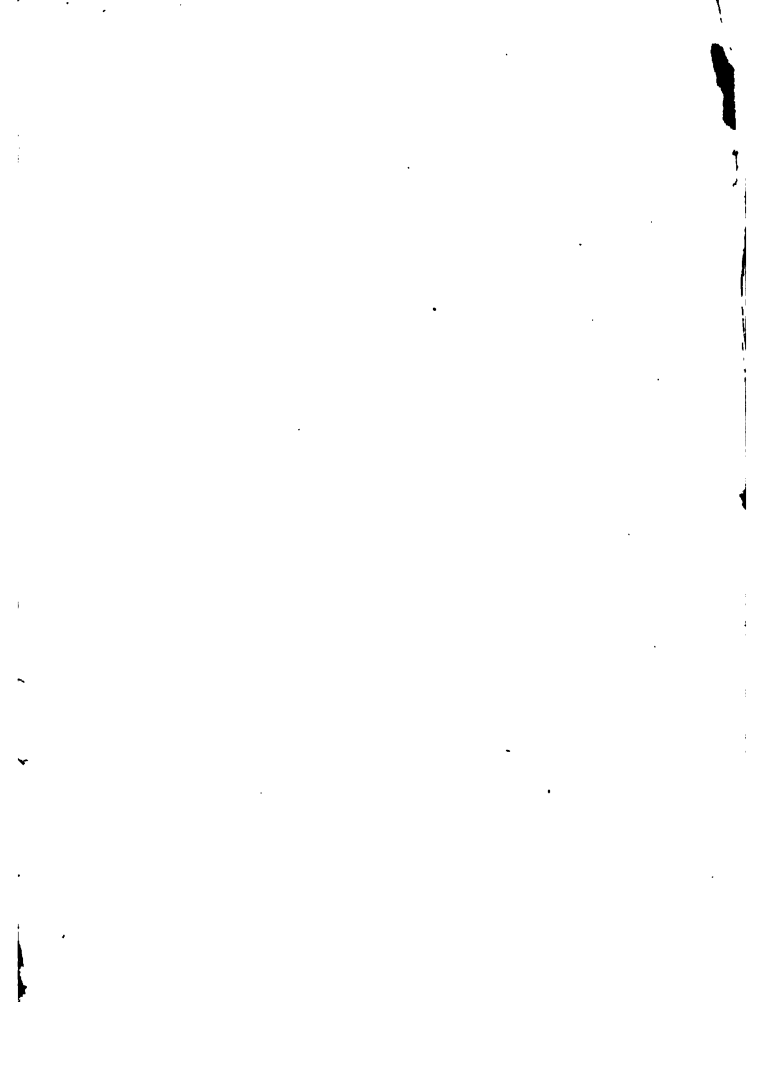
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THE
RECRUIT'S HANDY BOOK
UNITED STATES NAVY



THE RECRUIT'S HANDY BOOK

UNITED STATES NAVY

NAVY DEPARTMENT
BUREAU OF NAVIGATION

Approved August, 1917

Originally prepared by
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PAY, PROMOTION AND REWARDS IN THE NAVY.

1. Recruits, as a rule, do not realize what the Navy offers in the way of (1) Promotions, (2) Pay, (3) Allowances, and (4) Advantages. These subjects will be explained in the order given.

2. **Promotion** cannot be expected at once. The recruit must be willing to begin at the bottom and work up. Just as in civil life, so in the Navy, he must "learn his trade," or prove his ability and worth before he can rise. Here it may be stated that a man's conduct particularly as to "liberty breaking" and "sobriety" play a very important part in his chances for promotion. Promotion is more certain and rapid than in civil life, pay is absolutely sure, and in the case of sickness or disability the man is taken care of free of charge.

Before a man is promoted, he must pass an examination before a board of three officers in accordance with such regulations as the Bureau of Navigation prescribes. (General Orders, No. 63.) This is done to insure promotion of deserving and qualified men.

3. **Pay.** The following is a complete pay table for all ratings of enlisted men, to which 10 per cent should be added:

CHIEF PETTY OFFICERS.

Seamen branch.	Monthly pay. (See note.)	Artificer branch.	Monthly pay. (See note.)	Special branch	Monthly pay. (See note.)
Chief master-at-arms.....	\$65	Chief machinists' mates.....	\$70	Chief yeomen.....	\$60
Chief boatwains' mates.....	50	Chief electricians.....	60	Chief pharmacists' mate.....	60
Chief gunners' mates.....	50	Chief carpenters' mates.....	50	Bandmasters.....	52
Chief turret captains.....	60	Chief water tenders.....	50	Chief commissary stewards.....	70
Chief quartermasters.....	50	Chief printer.....	60		
		Chief storekeeper.....	50		

PETTY OFFICERS, FIRST CLASS.

Masters-at-arms, first class.....	\$40	Boilermakers.....	\$65	Yeomen, first class.....	\$40
Boatwains' mates, first class.....	40	Machinists' mates, first class.....	55	First musicians.....	36
Gunners' mates, first class.....	40	Coppersmiths.....	55	Commissary stewards.....	60
Turret captains, first class.....	50	Shipfitters, first class.....	55	Ships' cooks, first class.....	55
Quartermasters, first class.....	40	Electricians, first class.....	50	Bakers, first class.....	45
		Blacksmiths.....	50	Pharmacists' mate, first class..	40
		Plumbers and fitters.....	45		
		Sailmakers' mates.....	40		
		Carpenters' mates, first class..	40		
		Water tenders.....	40		
		Painters, first class.....	40		
		Printer, first class.....	40		
		Storekeeper, first class.....	40		

PETTY OFFICERS, SECOND CLASS.

Masters-at-arms, second class....	\$35	Machinists' mates, second class..	\$40	Yeomen, second class.....	\$35
Boatwains' mates, second class....	35	Electricians, second class.....	40	Ships' cooks, second class.....	40
Gunners' mates, second class....	35	Shipfitters, second class.....	40	Pharmacists' mate, second class	35
Quartermasters, second class....	35	Oilers.....	37		
		Carpenters' mates, second class..	35		
		Printers.....	35		
		Painters, second class.....	35		
		Storekeeper, second class.....	35		

PETTY OFFICERS, THIRD CLASS.

Masters-at-arms, third class....	\$30	Electricians, third class.....	\$30	Yeomen, third class.....	\$30
Coxswains.....	30	Carpenters' mates, third class..	30	Hospital apprentices, first class.	30
Gunners' mates, third class.....	30	Painters, third class.....	30	Pharmacists' mate, third class..	30
Quartermasters, third class.....	30	Storekeeper, third class.....	30		

SEAMEN, FIRST CLASS.

Seamen gunners.....	\$26	Firemen, first class.....	\$35	Musicians, first class.....	\$32
Seamen, first class.....	24	Shipwrights.....	25	Ships' cooks, third class.....	30
				Bakers, second class.....	35
				Hospital apprentice, first class.	24

SEAMEN, SECOND CLASS.

Seamen, second class.....	\$19	Firemen, second class.....	\$30	Musicians, second class.....	\$30
				Buglers.....	30
				Hospital apprentice, second class	19
				Ships' cooks, fourth class.....	25

SEAMEN, THIRD CLASS.

Apprentice seamen.....	\$16	Firemen, third class.....	\$22	Landsmen.....	\$16
		Landsmen.....	16		

MESSMEN BRANCH.

Rates.	Month-ly pay.	Rates.	Month-ly pay.
Stewards to commanders-in-chief.....	\$60	Storage cooks.....	\$30
Cooks to commanders-in-chief.....	50	Warrant officers' stewards.....	35
Stewards to commandants.....	60	Warrant officers' cooks.....	30
Cooks to commandants.....	50	Mess attendants, first class... }	30
Cabin stewards.....	50	Mess attendants, second class. }	25
Cabin cooks.....	45	Mess attendants, third class.. }	20
Wardroom stewards.....	50	Mess attendants, first class... }	24
Wardroom cooks.....	45	Mess attendants, second class. }	20
Wage stewards.....	35	Mess attendants, third class.. }	16

If citizens of the United States.
If not citizens of the United States.

Remarks on Pay.

Men should remember that their pay is all "velvet," except that they must pay for their clothes, other than their original outfit. Clothes are sold to them at actual cost to the Government. Twenty cents a month is deducted from their pay for the hospital fund. They are furnished a ration which is more than ample to feed them. There is no board bill to pay. Medical attendance is free. In case of serious illness they are sent to a hospital where they are given the best of medical and surgical attention and nursing. If injured or incapacitated in the line of duty, they get a pension. In case of fatal accident, in the line of duty, while on the active list, their beneficiary receives immediately six months' pay.

There are no such allowances in civil life.

It will be noted above that there are certain rewards in the way of pay, etc., for men who graduate from the different classes in the petty officers' school of instruction. Proficiency in ordnance, torpedoes, engineering and electricity will ensure promotion; and men who have a special taste for clerical work are sent to the Yeoman's School. *And for the man who strives to be a good seaman, there is always promotion.* In fact, there are many different "trades" in the Navy, and a man is usually assigned to the work for which he is best fitted.

Recruits should carefully consider the great rewards which the Navy offers them. They should not be discouraged in the beginning, nor leave the service before they know what they are doing. They should settle down to work and remember that good conduct and continuous service *will always earn promotion*, and that life in the Navy has many bright sides. A man who is easily discouraged, or who will not work or "learn a trade," will never succeed at anything.

EXTRA ALLOWANCES.

4. The foregoing table gives the *base pay* as authorized by the Act of May 13, 1908. Besides this pay there are many additional allowances which materially increase the pay of enlisted men who serve faithfully and continuously. These are as follows, and should be taken into account by the recruit:

5. Petty officers of the Navy, performing duty which deprives them of quarters, and their rations or commutations therefor, shall receive \$9 per month in addition to the pay of their rating.

6. Coxswains detailed as Coxswains of boats propelled by machinery, or as Coxswains to Commanders-in-Chief, shall receive \$5 per month in addition to their pay.

7. Seamen in charge of holds shall receive \$5 per month in addition to their pay.

8. Ordinary seamen detailed as Jacks-of-the-Dust, or as Lamplighters, shall receive \$5 per month in addition to their pay.

9. Enlisted men detailed as crew messmen shall, while so acting, except when assigned as reliefs during the temporary absence of the regular crew messmen, receive extra compensation at the rate of \$5 per month.

10. Seamen and ordinary seamen detailed for duty as firemen or coal passers shall receive in addition to the pay of their ratings extra pay at the rate of 36 cents per day for the time so employed.

11. Enlisted men of the naval service regularly detailed as Signalmen shall receive the following extra compensation in addition to the monthly pay of their rating: Signalmen, first class, \$3; Signalmen, second class, \$2; Signalmen, third class, \$1.

Gun Pointers and Gun Captains.

12. Enlisted men of the Navy, after having qualified as gun pointers according to the standards of marksmanship

and rules that may be from time to time prescribed by the Secretary of the Navy, who are regularly detailed as gun pointers by the commanding officer of the vessel, shall receive monthly, in addition to the pay of their respective ratings, extra pay as follows:

Heavy gun pointers, 8" and up:	
First class	\$10
Second class	6
Intermediate gun pointers, 4" to 7":	
First class	8
Second class	4
Secondary gun pointers, 1 pdr. to 3":	
First class	4
Second class	2

13. Enlisted men of the Navy regularly detailed by the commanding officer of a vessel as gun captains, except at secondary battery guns, shall receive, in addition to the pay of their respective ratings, \$5 per month, which, in the case of men holding certificates as gun captains, or of graduation from the gun-captain class, petty officers' school, shall include the \$2 per month to which such certificates entitle them.

Instructors, etc., at Training Stations.

14. Chief petty officers detailed as instructors of apprentice seamen at naval stations who qualify as instructors by examination shall receive hereafter in addition to their pay the sum of \$10 per month while so detailed, such pay to be considered extra pay for special duty.

15. Apprentice seamen detailed as apprentice chief petty officers, apprentice petty officers, first, second, or third class, in connection with the instruction of apprentice seamen at naval stations, shall receive hereafter in addition to their pay the sum of \$2.50, \$2, \$1.50, and \$1 each per month, respectively, while so detailed, such pay to be considered extra pay for special duty.

Submarine Work.

16. All enlisted men of the Navy shall receive \$5 per month in addition to their pay while serving on board of submarine vessels of the Navy.

17. After qualifying for submarine work men shall receive \$1 additional pay for each day during any part of which they shall have been submerged in a submarine boat while under way, but such additional pay shall not exceed \$15 in any one calendar month.

Navy Mail Clerks.

18. Enlisted men detailed as Navy Mail Clerks, in accordance with the Act of May 27, 1908, receive, in addition to the pay of their rating, the following monthly compensation:

On ships whose complement is 650 or more..	\$30
On receiving ships.....	25
On those having 249 to 650.....	25
On those having 124 to 250.....	20
On those having 34 to 125.....	10

Enlisted men designated as Assistant Navy Mail Clerks shall receive \$15 per month in addition to the pay of their rating.

Ship's Tailors.

19. Any enlisted man of the Navy detailed to perform the duties of "ship's tailor" on board a vessel having a complement of 600 men or more, exclusive of marines, shall receive \$20 per month in addition to the monthly pay of his rating; on vessels having a complement of from 300 to 600 men, exclusive of marines, \$15 in addition to the monthly pay of his rating; on vessels having a complement of from 100 to 300 men, exclusive of marines, \$10 per month in addition to the monthly pay of his rating. Any enlisted man of the Navy detailed as "tailor's helper" on board of a vessel having a complement of 600 men or more, exclusive

of marines, shall receive \$10 per month in addition to the monthly pay of his rating: *Provided*, That the total pay of an enlisted man detailed as "ship's tailor," shall not exceed \$50 per month, and of "tailor's helper" shall not exceed \$40 per month.

It shall be the duty of men detailed as ship's tailors or tailor's helper to alter, when necessary, without expense to the enlisted men of the Navy, all uniforms, caps, and clothing issued by the Supply Officer.

Seamen Gunners and Graduates of Schools.

20. Men who have successfully completed a prescribed course of instruction for seamen gunners or petty officers may be given, by the Bureau of Navigation, a certificate to that effect which shall entitle them to receive \$2.20 per month in addition to the pay of the rating in which they are serving; such certificates to continue in force only during the enlistments in which the men were respectively graduated, unless renewed by re-enlistment for four years within four months from date of honorable discharge.

Men holding certificates as seamen gunners are entitled to the pay prescribed for said rating and are entitled to re-enlist at any time as such at the base rate of \$26 per month; but if given any other rating than that of seamen gunner, the holder of a seaman gunner's certificate shall not receive additional pay therefor, unless in continuous service.

Extra Pay for Re-Enlistment.

21. To provide adequate compensation for trained men, the pay now prescribed for each rating in the Navy is hereby increased \$5.50 per month during the second period of service and a further sum of \$3.30 per month during each and every subsequent period of service: *Provided*, That only enlisted men who are citizens of the United States, and whose second and subsequent periods of service each follow next after service in the Navy that was terminated by reason of expiration of enlistment, shall receive the benefits of the

increased pay named herein: *Provided further*, That in the cases of men who are or were finally discharged from the Navy by reason of expiration of enlistment, the first enlistment on or after November 27, 1906, shall be considered the second period of service which shall carry with it the increased pay provided by this law; except that men discharged on recommendations of boards of medical survey, shall, if they re-enter the service, be given credit for any previous periods of service in the Navy which were terminated by reason of expiration of enlistment.

Extra Pay for Good Conduct Medals.

22. See paragraphs 22-26—Advantages Offered Enlisted Men in the Navy.

Clothing Outfit and Rations.

23. All enlisted men of the Navy shall receive, on first enlistment, outfits amounting in value as follows: Samoans and such men of the messman branch as are not required to possess complete outfits, not to exceed \$20; men of the insular force, not to exceed \$30; all other enlisted men, not to exceed \$60. Commanding officers shall direct which of the above amounts is to be allowed in each case of first enlistment; the outfit for "all other enlisted men" to be issued in accordance with the provisions of the Uniform Regulations. Any man who is discharged during the first six months of a first enlistment for any cause other than disability incurred in the line of duty shall have checked against his accounts prior to discharge the cost of such portion of outfit allowed on first enlistment as he may have drawn.

24. An ample ration of food is furnished gratis to every enlisted man in the Navy.

Travel and Overtime Allowances.

25. Men enlisted within the continental limits of the United States and discharged by reason of expiration of

enlistment or extended enlistment within three months before the expiration thereof, at a place therein not the place of their enlistment, shall be furnished at the time of discharge, in lieu of transportation and subsistence, travel allowance of four cents per mile from the place of discharge to the place of enlistment.

26. Enlisted men afloat detained beyond their regular term of enlistment until the return to the United States of the vessel to which they belong, shall receive for the time during which they are so detained an addition of one-fourth of their former pay, computed on the total pay which they are entitled to receive; but if an enlisted man be detained in the service after the expiration of his enlistment at his own request, he is not entitled to the one-fourth additional pay.

Chief Petty Officers' Pay.

27. All chief petty officers of the Navy, including Chief Water Tenders, who shall receive permanent appointments after qualifying therefor, shall be paid at the rate of \$77 per month.

Example of Chief Petty Officer's Pay.

28. The pay and allowances of a chief petty officer on each re-enlistment, and upon retirement after 30 years of service, are as follows:

1st Enlistment	\$71.50
1st Re-enlistment	78.50
2d Re-enlistment holding permanent appointment and \$2.20 additional for Instruction Certificate	89.62
3d Re-enlistment	97.44
4th Re-enlistment	103.06
5th Re-enlistment	108.68
6th Re-enlistment	114.30
7th Re-enlistment	119.92

The above takes in only the permanent pay and allowances. Rations and instructor's allowance are additional.

Retired Pay of Chief Petty Officer.

29. Three-fourths of pay would amount to.....	\$86.25
Good-conduct medals	4.92
Allowance in lieu of quarters and ration.....	15.75

Total retired pay per month after 30 years'
service\$106.92

It is possible, therefore, for a chief petty officer who enters the service at 17 years of age to retire at 47 on \$106.92 per month.

30. **Liberty** is controlled directly by the Executive Officer, subject to the Commanding Officer's approval. It is granted whenever the circumstances of the ship's work permits. Every opportunity is given the men to go ashore. The crew is divided into two watches and liberty is granted by watches—"watch and watch." Although provisions are made for conduct classes, it is the practice of the present day to grant liberty irrespective of these classes so long as the man is not awaiting trial, actually undergoing punishment pursuant to sentence of a court-martial, or other cause, and is not in debt to the Government. On Saturdays, it is customary to grant liberty immediately after the Commanding Officer's inspection until Monday 8 a. m., thus giving practically 48 hours' liberty every other week to a watch. In this connection men should know that in case they desire to return to their ship for meals, while on liberty, the boat schedule is so arranged.

31. **Leave.** It is the endeavor to grant each man 30 days' leave annually, with pay, to be granted at such times as his services can best be spared. The leave may be taken in small portions, as five days, ten days, etc., or in a lump sum of 30 days. This is in addition to the regular liberties granted. Men when going on liberty or leave which will carry them away from the immediate vicinity of their ship must provide for their return transportation. Recruiting offices will not supply return transportation. By your failure to pro-

vide for your return and your continued absence, you may be declared a deserter.

32. Athletics. Every encouragement is given to all forms of athletics in the Navy. To this end men are granted special privileges to go ashore to engage in athletic practices and competitions whenever possible. Also to further encourage wholesome athletic sports there is allowed by the Department a quarterly amount of money (amount depending upon the number of men in the ship's crew), to be expended at the direction of the Commanding Officer for athletic equipment and gear.

ADVANTAGES OFFERED TO ENLISTED MEN IN THE NAVY.

1. Continuous-service men not over 30 years of age, with good records, are eligible, under such regulations as the Bureau of Navigation may from time to time prescribe, for detail for instruction as seaman gunners.

(b) Continuous-service men not over 30 years of age, with good records, holding the ratings of Chief Water Tender, Water Tender, Oiler, or Fireman, first class, are eligible, under such regulations as the Bureau of Navigation may from time to time prescribe, for detail for instruction in the class of machinists' mates.

Heroism.

2. Any enlisted man distinguishing himself in battle, or by extraordinary heroism in the line of his profession, may be promoted to the rank of Warrant Officer, if found fitted, upon the recommendation of the Commanding Officer, approved by the Flag Officer and Secretary of the Navy, and shall receive a gratuity of one hundred dollars and a medal of honor.

3. Gold life-saving medals may be awarded to those in the Navy or Marine Corps, who may by extreme and heroic daring have endangered their life in saving or endeavoring

to save lives from the perils of the sea in waters over which the United States has jurisdiction or upon an American vessel; silver life-saving medals may be awarded in cases not sufficiently distinguished to deserve the gold medal.

Disability, Pension, Retirement.

4. Any disabled enlisted man who has not been discharged for misconduct shall, after 10 years of service in the Navy or Marine Corps, be entitled to a pension, if a board of survey consisting of three naval officers, one of whom shall be a medical officer, appointed by the Secretary of the Navy, shall recommend it.

5. After 20 years of service, any enlisted man disabled from sea service by reason of age or infirmity and who has not been discharged for misconduct shall, if he so elects, be entitled to a pension equal to half pay, or be admitted into the Naval Home, Philadelphia, Pa.

6. Any enlisted person in the Navy who has served 30 years may be placed upon the retired list if he so desires.

The retired pay of enlisted men of the Navy will be three-fourths of the pay and allowances of which they may be in receipt at the time of retirement, and they will be allowed \$9.50 a month in lieu of rations and clothing, and \$6.25 a month in lieu of quarters, fuel and light.

7. It is only in the naval and military services that a man's pay goes on just the same sick or well and that he has the free benefit of skillful medical attention, trained nurses, the best of medicine, and well-appointed hospitals.

8. In the long run, taking into account hard times, strikes, ill health, and bad luck, it is a question whether even a well-paid mechanic on shore is better off than one of our bluejackets.

WARRANT OFFICERS.

9. Enlisted men who serve continuously the prescribed number of years on board cruising vessels, with good records, and reach the grade of Chief Petty Officer or Petty Officer,

first class, are eligible for examination for appointment as warrant officers. Warrant officers are Boatswains, Gunners, Machinists, Carpenters, Pay Clerks, Sailmakers and Pharmacists.

10. Warrant officers after six years' service as such, having passed the required examination, are commissioned as Chief Warrant Officers, to rank with but after ensigns.

Pay of Warrant Officers.

11. Boatswain, Gunner, Machinist, Carpenter, Pharmacist and Pay Clerk.

Pay minimum at sea \$1608 includes rations at \$0.30 per day.

Pay minimum on shore \$1125 plus quarters, heat and light.

Pay maximum at sea \$2250 includes rations at \$0.30 per day.

Pay maximum on shore \$2000 plus quarters, heat and light.

Quarters, heat and light are allowed warrant officers the same as ensigns of the Navy.

Warrant officers after six years as such are commissioned chiefs, to rank with but after ensigns, and have the pay and allowances of an ensign.

Warrant officers with creditable records have the pay and allowances of lieutenant (j. g.) after six years' service as chiefs.

Warrant officers with creditable records have the pay and allowances of lieutenant after 12 years' service as chiefs.

Pay Clerks are appointed from Chief Petty Officers only and must have served three years at sea. (See U. S. Naval Regulations, 1913.)

Pay Clerks may take the examination for Assistant Paymaster if under the age of 35.

Pharmacists are appointed from Chief Pharmacist Mates only. All warrant officers have the same retirement privi-
as other officers of the Navy.

12. Warrant officers, including those promoted to chief, within the age limit of 35 years, who have served not less than four years as warrant officers, and who can pass a satisfactory examination may get a commission in the line of the Navy.

13. Candidates for appointment as warrant officers in the Navy must be qualified in accordance with instructions issued by the Navy Department. Example: Requirements for Gunner (Ordnance).

(a) They must be under thirty-five (35) years of age.

(b) They must be serving continuously in the Navy.

(c) They must have served one year as Chief Gunner's Mate, Chief Turret Captain, or Chief Electrician, or as Gunner's Mate First Class, Turret Captain First Class, or Electrician First Class.

(d) They must have served not less than seven years on board cruising vessels.

(e) Their average marks on enlistment records must not be less than 85 per cent, exclusive of first year of service.

REWARDS FOR CONTINUOUS SERVICE.

14. There are many rewards for continuous service in the Navy:

15. A man who re-enlists within *four months* after being "honorably discharged" is given a continuous-service certificate and is allowed *full pay during his four months' leave*. And every time he re-enlists under a continuous-service certificate his pay is increased \$1.50 per month.

16. Men who hold "continuous-service certificates" are given the preference when it comes to promotion. After 25 years' service they may get shore duty at naval stations and receiving ships.

Conduct Records.

17. Every offence against regulations, committed by a man in the Navy, is recorded upon his "conduct record." This "conduct record," incorporated in his service record,

is kept by the Executive Officer, and it follows a man from ship to ship as long as he remains in the Navy. He can never escape from it. A man with a bad record is naturally viewed with suspicion. It takes time for him to remove a bad impression, and his promotion, advancement, and privileges necessarily depend upon his conduct and his faithfulness.

18. Men should appreciate the advantage of a "clear record." When they blacken it they are injuring themselves—nobody else is affected.

19. The "conduct record" of a man, with his marks in "proficiency," "seamanship," "ordnance," "marksman-ship at great guns and small arms," "signals," "obedi-ence," and "sobriety" is the first thing that is considered when he comes up for promotion. It is the same in the Navy as in civil life—the man who is decent, honest, truth-ful, respectful, obedient, and industrious always gets the first recommendation for promotion, provided he has the necessary qualifications.

20. The "conduct classes" of men in the Navy are based upon their records. Reports against a man may put him down a class, lessen his liberty, and injure his chances for promotion.

21. "Special first class" and "first class" men are given liberty as frequently as possible, and when vacancies exist in the complement of a ship these men are selected for pro-motion. Men on the lower classes are not allowed to go ashore so often. Hence the importance of a "clear record," both as regards promotion and pleasure. Overstaying leave, drunkenness, and smuggling liquor are very serious offences. The penalty is severe, and men who are guilty of such con-duct are heavy losers when it comes to promotion and rewards.

Good-Conduct Medals.

22. Any enlisted man in the Navy serving under a con-tinuous-service certificate, or in an enlistment subsequent

to a previous enlistment terminated by reason of expiration of enlistment, who upon expiration, or within three months before the expiration of his term of enlistment, shall be recommended by his captain for obedience, sobriety, industry, courage, neatness, and proficiency shall receive a good-conduct medal.

23. Any such person who has received one medal will, if recommended at the expiration of any subsequent four-year term of enlistment, be given in place of a medal a clasp, which shall be worn above the medal on the same ribbon.

24. A man who has extended his enlistment, shall be recommended for a good-conduct medal or clasp for the four-year term for which he enlisted if qualified under paragraph 22 above: *Provided*, That a man who receives a good-conduct medal or clasp at the expiration of the term of enlistment of four years shall not again be given a good-conduct medal upon discharge from an extension of that enlistment for any period less than four years. A man may be deprived of his medal or clasp by sentence of a general court-martial.

25. Medals and clasps are furnished by the Bureau of Navigation.

26. Each enlisted man in the Navy, except mates, shall receive 82 cents per month, in addition to the pay of his rating, for each good-conduct medal, pin, or bar which he may heretofore have been, or hereafter be, awarded.

Retirement.

27. After 30 years' service, an enlisted man may retire and receive *three-fourths of the pay* of the rating he holds when retired and an additional allowance of \$15.75 in lieu of quarters and rations. This will enable a man to live comfortably for the remainder of his life. There are very few chances for any such reward as this in civil life.

Honorable Discharge.

28. Any man, upon expiration of his enlistment, who is recommended by his commanding officer for fidelity, obedience, and ability and who is a desirable person to retain in the service, shall be given an honorable discharge.

Men not recommended as above get "ordinary discharges."

Men who are undesirable are given "undesirable discharges."

Those whose conduct is bad are given, by sentence of a summary court-martial or a general court-martial, a "bad-conduct discharge" or a "dishonorable discharge," and they lose all the benefits and allowances of the honorable discharge and continuous service. Here again it is shown that the man's promotion, pay, and privileges are to a large extent regulated by his conduct as well as his ability.

29. Honorably discharged men, if they so choose, will be given a home on any receiving ship at any time during the four months subsequent to the expiration of their last enlistment, so long as their conduct warrants. They are allowed a ration free which is commuted while living on the receiving ship. Their pay is as provided upon re-enlistment. They take no part in drills, exercises, etc., and clean only the space in which they live. They are granted leave as they desire. Before making their home on the ships they must sign an agreement to conform to the laws and regulations of the Navy and the ship's discipline and orders.

30. A man who behaves properly and serves faithfully and continuously in the Navy will get more rewards and more "time off" in the course of his life than he will in any civil employment. Of course he must expect to submit to hardships and restrictions at times.

DISCIPLINE AND OBEDIENCE.

31. There must be strict discipline and implicit obedience in a military service. Men must remember that the

same is required in civil life. A man employed by the Pennsylvania Railroad, for instance, will be *discharged immediately* for disobedience, drunkenness, laziness, or unreliability. Such men are not wanted in any trade.

32. Obey implicitly and respectfully the orders of officers, petty officers, and sentries. Never question an order. It is quite as serious to disobey a petty officer as to disobey an officer.

33. Listen carefully to the reading of the "Articles for the Government of the Navy." The Executive Officer reads them to the crew from time to time, and you will find them posted around the decks also. Be sure to read them, or listen to them, in order that you may know the regulations regarding offences, punishments, and courts-martial.

Bad Conduct.

34. It has been shown that good conduct in the Navy always secures advancement and wins many rewards. On the other hand, bad conduct in the Navy, as in any civil employment, injures a man's chances for promotion and brings disaster.

35. Among the worst offences are disobedience of orders, drunkenness, absence over leave, leaving ship or station without permission, and desertion. All these are court-martial offences and the punishment is very severe, as it should be. There is no excuse whatever for enlisted men to commit these offences. Those who are guilty of them ruin their reputations and disgrace their uniforms.

Overstaying Liberty.

36. Men should always return from liberty on time or ahead of time. They can always do it, and should be ashamed to be late or to make babyish excuses. This offence is not only serious and inexcusable, but men who are guilty of it are regarded as untrustworthy and unworthy of pro-

motion in the Navy. No offence is more demoralizing. A liberty-breaker soon ruins himself.

37. When a man overstays his liberty 10 days he is declared a deserter.

38. "Every person who entices or aids any person in the Naval Service to desert, or harbors or conceals any such person, knowing him to be a deserter, or who refuses to give up such person on the demand of any officer authorized to receive him, is liable to punishment by imprisonment and fine, to be enforced in any court of the United States having jurisdiction." (Extract from the Revised Statutes of the United States.)

39. Absence without leave, with a manifest intention not to return, shall be regarded as desertion. Absence without leave, with a probability that the person does not intend to desert, shall at first be regarded as straggling, but at the end of 10 days as desertion. If a person deserts his ship which is about to sail, or overstays his leave until after the ship sails, with manifest intention of escaping his duty, and delivers himself on board another ship as a straggler, such offence shall be considered as desertion.

40. The punishment for desertion is imprisonment for 1½ to 5 years and dishonorable discharge. The punishment of death may be inflicted on any person in the Naval Service who deserts in time of war or entices others to desert in time of war. An enlisted man found guilty of desertion forfeits to the Government all pay or money that may have been due him at the time of desertion.

41. Descriptions of all deserters are published by the Navy Department and forwarded to police authorities throughout the United States, and a deserter from the United States Navy is liable to arrest from the day of his desertion until two years after the expiration of the enlistment from which he deserted.

42. Rewards are offered and paid for the delivery of deserters, and in cases where deserters are arrested at points

distant from a United States vessel they are transported from place of arrest to place of delivery. The reward and expenses of transportation are paid by the deserter out of money that is due or may become due him.

43. When men desert their duty or ship, letters are sent by their commanding officer to the next of kin, and at the same time a letter is sent to the mayor of their home city or town, informing them of such desertion. The men are from that time marked men in their home towns.

FRAUDULENT ENLISTMENT.

44. It sometimes happens that men who desert, or who are discharged from the Navy for bad conduct, find when too late that they have made a mistake in not remaining in the service and they try to re-enlist. But such men are not wanted, and it is unlawful for them to re-enlist. They are always caught sooner or later by the finger-print system, court-martialed and sent to prison.

45. Recruits should take warning and avoid committing offences that may ruin their lives. Having taken a solemn oath to serve their country for four years they should settle down contentedly and serve their time honorably and with credit to themselves. They will see and learn many things in the Navy that will always be a source of pleasure and satisfaction to them even if they only serve one enlistment and then return to civil life. An honorable discharge from the Navy is worth a great deal to any man.

GENERAL SHIP REGULATIONS.

1. Cleanliness of person and of clothing is the mark of a good man-of-war's man. Use the shower baths, or bathe on deck, during every morning watch. Keep the hair closely cut. Clean the teeth each morning.

2. Remember your station for all drills and evolutions.

3. Never go below without permission while on watch. Never leave your station as lookout, or on any duty, until you are properly relieved.

4. Never loiter about the galley or heads.

5. No loud or boisterous conversation, profanity, or whistling will be permitted on board ship.

6. Keep perfect silence at drills and exercises, pay strict attention, and move quickly.

7. Never talk in ranks.

8. When a "formation call" sounds, go quickly to the place of formation, fall in, and keep silence.

9. Gambling is a serious offense. Never lend or borrow money. Keep as much money "on the books" as possible, and *be very careful not to lose or waste your money.*

10. Keep clear of the "quarterdeck" except when sent there for work or drill. When you are obliged to pass along the quarterdeck use the *port* side if at anchor, or the *lee* side if at sea.

SALUTES AND COURTESIES.

POSITION OF ATTENTION.

1. Heels on the same line, and as near each other as the conformation of the man permits; feet turned out equally, and forming with each other an angle of about forty-five degrees; knees straight, without stiffness; hips level and drawn back slightly; body erect and resting equally on the hips; chest lifted and arched, shoulders square and falling equally; arms and hands hanging naturally, thumbs along the seams of the trousers, elbows near the body; head erect and square to the front; chin slightly drawn in, without constraint; eyes straight to the front.

SALUTE WITH THE HAND.

2. 1. *Hand*, 2. *SALUTE.*

(1) Raise the right hand smartly till the tip of forefinger touches the lower part of the headdress above the right eye,

thumb and fingers extended and joined, palm to the *left*, forearm inclined at about forty-five degrees, hand and wrist straight. (Two) Drop the arm smartly by the side.

(2) The salute for officers is the same.

(3) *The left hand is used only when the right is engaged.*

(4) Officers and men, when saluting, turn the head and eyes toward the person saluted.

(5) The salute should be rendered at six paces before passing, or being passed by, an officer, unless the nearest



Plate I.
Hand salute.



Plate II.
Rifle salute, at shoulder.



Plate III.
Rifle salute.

point reached be greater than six paces, and not more than 30 paces, in which case salute at the point nearest the officer.

(6) The salute being returned, or the officer passed and the salute being unobserved, drop the hand quickly by the side.

RIFLE SALUTE.

3. Being at the order: 1. *Rifle*, 2. SALUTE.

Carry the left hand smartly to the right side, forearm horizontal, or nearly so, palm of the hand down, thumb and fingers extended and joined, forefinger against muzzle of piece. (Two) Drop the left hand by the side.

The salute at "shoulder arms" is similarly executed, the elbow being at the height of the shoulder. (See Plates II and III.)

4. Enlisted men should be very careful to observe the regulations regarding salutes. There is no excuse for neglect. There is nothing more unmilitary or unbecoming than for a man in uniform to be careless about salutes. Good manners are required of everybody in a military service.

5. Whenever you meet the Captain on board ship, or when he passes along the decks, always clear the gangway, call out "attention" to those who do not see him, and stand and salute him.

6. On board your own ship salute all officers the first time you meet them every day. At other times stand at attention clear of the gangway, facing the officer until he has passed. Foreign officers and officers from other ships *should always be saluted, however*. This is very important.

7. When any officer passes *making an inspection*, always salute him, standing silent at attention.

8. Salute *all officers* when you meet them on shore, whether they are in uniform or civilian's clothes.

9. Salute officers of the Army, Marine Corps, Militia, and Naval Militia, if you meet them in uniform, and take pride in knowing their uniform.

10. Be specially careful to salute *all foreign Army and Naval officers* when you are on a foreign station. Acquaint yourself with their uniforms and never be caught napping.

11. When you speak to an officer, or when he speaks to you, salute him. Stand at "attention" during the conversation, and salute again when the conversation is finished.

12. When you wish to see, or speak to, an officer on board ship always go "to the mast," stand at attention and salute. The Officer-of-the-Deck when he sees you will listen to your request, and tell you what to do. Never go to an officer's quarters or speak to him unless he speaks to you.

3. When in ranks, only the person in charge salutes.

14. (a) Whenever the National Anthem is played on board a vessel of the Navy, at a naval station, or at any place where persons belonging to the Naval Service are present, all officers and enlisted men not in formation shall stand at attention facing toward the music (except at "colors" when they shall face toward the colors). If in uniform, covered, they shall salute at the first note of the anthem, retaining the position of salute until the last note of the anthem. If not in uniform and covered, they shall uncover at the first note of the anthem, holding the headdress opposite the left shoulder and so remain until the last note of the anthem, except that in inclement weather the headdress may be slightly raised.

(b) The following ceremonies shall be observed at "colors" on board ships in commission: The field music, guard of the day, and the band, if there be one, shall be present. At morning "colors" the band shall play the National Anthem, at the beginning of which the ensign shall be started up and hoisted smartly to the peak or truck. All officers and men shall face the *ensign* and stand at attention, the guard of the day and sentries under arms shall come to the position of "present" while the National Anthem is being played. If there be no band available the field music shall sound the "colors" call in place of the National Anthem. Officers and men, if covered, shall salute at the first note of the anthem or "colors" call, retaining the position of salute until the last note.

The same ceremonies shall be observed at sunset "colors," the ensign being started from the peak or truck at the beginning of the National Anthem. The ensign shall not be lowered hurriedly.

15. All officers and men, whenever reaching the quarter-deck, either from a boat, from a gangway, from the shore, or from another part of the ship, shall salute the national ensign. In making this salute, which shall be entirely dis-

inct from the salute to the Officer-of-the-Deck, the person making it shall stop at the top of the gangway or upon arriving upon the quarterdeck, face the colors, and render the salute, after which the Officer-of-the-Deck shall be saluted. In leaving the quarterdeck, the same salutes shall be rendered in the inverse order.

16. When you receive an order from an officer, always salute, say "Aye, aye, sir"; and then execute the order.

17. When your name is called in ranks, or at any time, by an officer, answer, "Here, sir." Always use the word "sir" when answering an officer.

18. When your name is called by an enlisted man, or petty officer, at muster, answer "Here" in a respectful tone. Always answer in a tone just loud enough to be heard; no louder.

19. At "General Muster," answer to your name by giving your rate: "Seaman, sir," or "Ordinary Seaman, sir," etc.

20. When on duty as a sentry, salute all officers who pass or speak to you.

21. When acting as messenger, always pay strict attention, move on the run, and deliver the message exactly as it is given to you; then return and report the message delivered.

22. Always remove your cap when you enter officers' quarters. Do not salute with your cap off, but stand at attention.

MEN'S EQUIPMENT AND CLOTHING.

(From The Bluejacket's Manual, U. S. Navy.)

Q. In regard to the landing force, what is meant by the term **LIGHTLY EQUIPPED**?

A. When lightly equipped, men will carry filled canteens and cartridge-belt and will wear leggings. The haversack may be prescribed if circumstances require it.

Q. What is meant by FULLY EQUIPPED?

A. When fully equipped, each man will carry:

- | | |
|--------------------------|----------------------|
| 1. Haversack (packed). | 6. Cup. |
| 2. Pack in pack carrier. | 7. First-aid pouch. |
| 3. Cartridge belt. | 8. Bayonet scabbard. |
| 4. Canteen cover. | 9. Poncho. |
| 5. Canteen (filled). | 10. Blanket. |

Leggings will be worn.

NOTE.—Any of these articles, when not required by the special nature of service, may be omitted by direction of the commander-in-chief, or senior officer present.

Q. What extra equipment is carried by pioneers, and others when specially ordered?

A. Pick-mattock; pick-mattock carrier; hand-ax; hand-ax carrier; shovel; shovel carrier.

Q. What does the HAVERSACK contain?

- A. 1. Meat can.
2. Knife.
3. Fork.
4. Spoon.
5. Bacon can.
6. Condiment can.
7. Towel.
8. Socks.
9. Tobacco.
10. Toilet articles.
11. Black and white thread and needles.

Q. What toilet articles are carried?

A. Comb; soap; tooth brush; tooth powder.

Q. What rations are carried?

- A. 1. Four cartons of hard bread (20 ounces).
2. Two pounds of bacon.
3. Coffee, 4 ounces; sugar, 8 ounces; 3 days' rations of salt.

Q. What clothes are carried in the **PACK**?

- A.** 1. One suit of blue or white.
2. One suit of underclothes.
3. One white hat and one watch cap.
4. One pair of shoes.

ASSEMBLING THE EQUIPMENT.

Q. How is the pack carrier assembled to the haversack?

A. Spread the haversack on the ground, inner side down, outer flap to the front. Place the buttonholed edge of the pack carrier on the buttonholed edge of the haversack, lettered side of the carrier up, buttonholes of the carrier resting on the corresponding ones of the haversack. Lace the carrier to the haversack by passing the ends of the coupling strap through the corresponding buttonholes of the carrier and haversack nearest the center of the carrier, passing the ends up through the next buttonholes and continuing to the right and left, to the sides, until they are linked together. (Pl. 12.)

Q. How assemble the cartridge belt to the haversack?

A. With the pack carrier and haversack assembled, spread on the ground, inner side down, belt adjusted to man. Place the cartridge belt, pockets down, tops to the front, along the junction of the haversack and carrier. Insert the end hook of rear belt suspender in the center eyelet of the adjusting strap, the end of the hook outside of the belt. Insert end hooks of front belt suspenders in the eyelets between the second and third pockets from the male and female fasteners. (Pls. 13 and 19.)

Q. How assemble the canteen cover to the cartridge belt?

A. Disengage the canteen and cup from the cover, the cover being flexible and easier to attach. Attach the canteen cover to the belt under the rear pocket of the right pocket section of the belt by inserting one hook of the double hook attachment in the eyelet from the inside of the belt. Pinch the base of the pocket, bringing eyelets close together; then

insert the other hook in the same manner. Insert the canteen in the cup (assembled), place them in the cover, and secure the flaps. (Pls. 13 and 17.)

Q. How assemble the first-aid pouch to the cartridge belt?

A. Attach the pouch under the second pocket of the right pocket section of the belt in the same manner as the canteen cover. Place the first-aid packet in the pouch and secure the cover. (Pls. 4 and 19.)

Q. How assemble the full equipment, with rations?

A. Place the assembled equipment on the ground, suspender side of haversack down, pockets of cartridge belt up, haversack spread out, inner flap and pack carrier extended their full length to the rear. (Pls. 14 and 17.)

An emergency ration for two days' service may be issued to each man and carried in the haversack, consisting of four cartons of hard bread (20 ounces) in the center of the haversack body, the lower ones on a line of attachment of the inside flap. Lay the remaining ones at the head, the bacon can and the condiment can at the head of the bread, bacon can at the bottom, containing 2 pounds, condiment can on top (coffee, 4 ounces; sugar, 8 ounces; three days' rations of salt in the cover).

The socks and toilet articles (Pl. 18) are rolled, towel on the outside, into a neat roll of the same approximate dimensions as a carton of bread, and are placed in front of the cans, at the head of the haversack.

The inner flap of the haversack is folded over these articles, the end of the flap being turned in so that the flap tends to hold the towel and rations firmly. The sides of the haversack are folded over the sides of the rows; the upper binding straps are passed through the loops on the outside of the inside flap, each strap through the loop opposite the point of its attachment to the haversack body, and fastened to the tongueless bar buckles on the opposite side. The straps are then pulled tight to make the fastening secure.

The outer flap is folded over and fastened by means of the lower haversack binding strap and the tongueless bar buckle on the inside of the outer flap. The strap is pulled tight, drawing the outer flap singly over the filled haversack. (Pl. 15.)

Q. How assemble the clothing in the blanket without the poncho?

A. Lay the blanket out its full length, folding it back on its length, so that its ends will meet at the center. The length is approximately 158 inches, the width 59 inches. When the blanket is folded, its length is 79 inches, or half the total length. The blanket weighs 3 pounds. The left-hand part of the blanket forms a place for the clothing; the right-hand forms the lock. On the left-hand part of the blanket, about 1 foot from the edge, lay a blue, or a white, jumper and a pair of blue, or white, trousers, folded separately, single fold, placed side by side, forming the first layer of clothes. (Pl. 21.) On top of the first layer of clothes, place one undershirt and one pair of drawers, similarly folded, to form the second layer (extra suit of underclothes may be folded, if necessary). Place a white hat and a watch cap as most convenient, forming the outer layer. (Pl. 22.) In the place towards the edge of the blanket, near the body, place a pair of shoes, soles upward, and toes at the center, heels outward. Now fold the lower, or right-hand, part of the blanket over the equipment, locking the clothing. (Pl. 23.) Take the further edge of the blanket, away from the body, and fold it so that the edge will be in a line with the shoes. This forms the second fold and affords a means for rolling. Grasp the blanket and shoes firmly and roll tightly and compactly. This will form a pack approximately 8 inches in diameter and 29 inches in length.

Q. How assemble the clothing in the blanket with poncho or shelter half?

A. Spread the poncho on the ground and fold once on its length (Pl. 25), with the slit and flap at the top and center,

the flap laid back. Take the edge of the poncho and fold it again (Pl. 26), forming an approximate square to receive the blanket pack, which is laid in the center of the poncho (Pl. 27), and fold the edges of the poncho snugly over the blanket pack, and, beginning on the side that bears the shoes, roll tightly and compactly. This also forms the pack, but it is advisable to carry the poncho in the upper carrier binding strap (Pl. 7) in case of a sudden change in weather, thus making it unnecessary to disturb the pack when removing poncho. The shelter half of the tent may be used in the same manner as the poncho in assembling the pack. It may be used to protect the equipment if the poncho is carried in the upper carrier binding strap.

Q. How assemble the pack?

A. Place the pack in the pack carrier and grasp the lower suspension at the base of the pack carrier, one in each hand; place the right knee against the bottom of the roll; pull the carrier down and force the pack up close against the bottom of the packed haversack; without removing the knee, pass the lower carrier binding strap over the pack and secure it by means of the opposite buckle; in a similar manner secure the bottom haversack binding strap and then the upper carrier binding strap. Engage the snap hook on the pack suspenders in the lower suspension rings. (Pl. 16.) The equipment is now assembled and packed ready to be further adjusted to the man.

Q. How remove the pack without removing the equipment from the body?

A. Unsnap the pack suspender from the suspension rings and snap them to the eyelets on top of the belt and in rear of the rear pockets of the right and left pocket sections. Support the bottom of the pack with the left hand and with the right hand grasp the coupling strap at its middle and withdraw first one end, then the other; press down gently on the pack with both hands and remove it. Adjust the pack suspenders to suit. (Pl. 8.)

Q. How assemble the haversack with ration, without the pack?

A. With the pack carrier detached from the haversack place the rest of the equipment on the ground as heretofore described; place the four cartons of hard bread, the bacon can, the condiment can, and the towel containing the toilet and other articles in one row in the middle of the haversack body horizontally, the toilet articles on top, the bacon can on the bottom, the row extending from top to bottom of the haversack. Fold the inside flap up and over; pass the three haversack binding straps through the loops on the inside flap and secure by means of the tongueless bar buckles on the opposite side of the haversack. Pass the lower haversack binding strap through the small horizontal buttonhole in the center, between the four sections of four perpendicular buttonholes; fold the outer flap of the haversack over the whole and secure by means of the tongueless bar buckle on its under side and the lower haversack binding strap. Pass the haversack suspension rings, which are secured to the outside of the inside flap, through the contiguous buttonhole in the lower edge of the haversack, and engage the small hooks on the ends of the pack suspenders to the suspension rings as above mentioned. (Pl. 17.)

Q. How assemble the bayonet scabbard to the haversack?

A. Disengage the bayonet from the scabbard, and attach the scabbard by passing its lower end through the loop provided on the left side of the haversack body, then engage the double hook attachment in the eyelets on the outer flap of the haversack, inserting the hooks from the inside. Place the bayonet in the scabbard, eye to the front, edge of blade to the rear. (Pls. 16 and 17.)

Q. How assemble the shovel carrier to the haversack?

A. Fold the outer flap of the haversack over so that the meat-can pouch is uppermost and engage the double hook attachment in the eyelets in the intrenching tool attachment, inserting the hooks from the under side. Place the intrenching tool in the carrier and secure it by its binding

strap. Place the meat can in the meat-can pouch. (Pls. 4 and 19.)

Q. How assemble the pick-mattock carrier to the cartridge belt?

A. Disengage the pick-mattock and handle from the carrier. Attach the pick-mattock carrier to the belt under the rear pocket of the left section of the belt by inserting one hook of the double-hook attachment in the eyelet from the inside of the belt; pinch the base of the pocket, bringing the eyelets close together, then insert the hook in the same manner. With lower part of the carrier body released by its strap insert the point of the pick-mattock into the top handle loop which forms a pocket for the point, and secure the blade by folding the lower body over, and fasten in position by a strap which passes through a loop to the body through a tongueless bar buckle sewed to the other end of the strap. Insert the pick-mattock handle through the top handle loop by the double hook, and the lower handle loop by the front of the body.

Q. How assemble the ax-carrier to the cartridge belt?

A. Disengage the ax from the ax-carrier. Assemble the ax-carrier under the second pocket of the left pocket section of the belt in the same manner as the pick-mattock carrier.

Q. What are the SANITARY REGULATIONS for members of the landing force, or other parties on shore?

A. On board ship, sanitary regulations can be effectively enforced, but on shore, under changed conditions, the maintenance of the highest efficiency of the command is dependent upon the co-operation of every man in the command. Every one must obey the following regulations:

1. Take advantage of every opportunity to engage in athletic sports. In the tropics, engage in athletic sports in moderation. Swimming is a healthful tropical exercise.

2. Take proper care of the feet. Wear the prescribed shoe, and no other type. Before a march, the feet should be well creased with tallow, or neat's-foot oil, or the inside of the stockings should be covered with a stiff lather of common

yellow soap well rubbed in. Within two hours after reaching camp, the feet should be wiped off with a wet cloth and clean stockings put on.

3. Breathe through your nose. Mouth-breathing induces sore throat, diseases of the nose and ears and causes thirst.

4. Brush the teeth night and morning.

5. The proper chewing of food is more important than the kind of food chewed. Thorough chewing makes food nourishing, prevents hunger, and diminishes thirst.

6. Where common drinking cups are not disinfected, lip-drinking, which consists in putting both lips, horse-fashion, into the fluid to be drunk, should be practiced.

7. The habit of abstaining from drinking water on the march is an excellent one; it can be readily acquired. Thirst sensations lie in the back of the throat; they may be relieved by carrying any small object—for example, a pebble—in the mouth.

8. *Boiled* water may be drunk at the start, and near the end of the march.

9. Carry *filled* canteen.

10. A daily bath and rub-down is desirable. The hair should be cut close, and the head washed daily.

11. Observe all the prescribed sanitary regulations in regard to the following sources of danger:

(a) Mosquitoes.

(b) Flies.

(c) Dust.

(d) Water.

(e) Food.

(f) Drinking-cups.

(g) Climate.

As a number of these details vary in different localities instructions will be issued by the medical officers to cover every particular landing party. *See that you obey these instructions to the letter*; upon such obedience depends your own good health and that of your comrades, and, possibly the success of the expedition on which you are engaged.



FULLY EQUIPPED.
(Front.)



FULLY EQUIPPED.
(Rear.)



FULLY EQUIPPED.
(Without intrenching tools.)



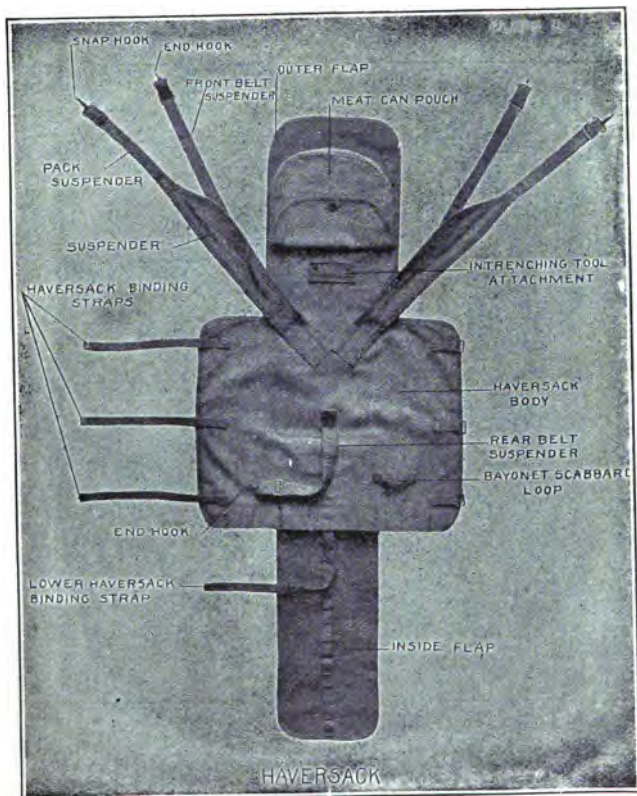
FULLY EQUIPPED.
(Poncho carried in carrier binding strap.)

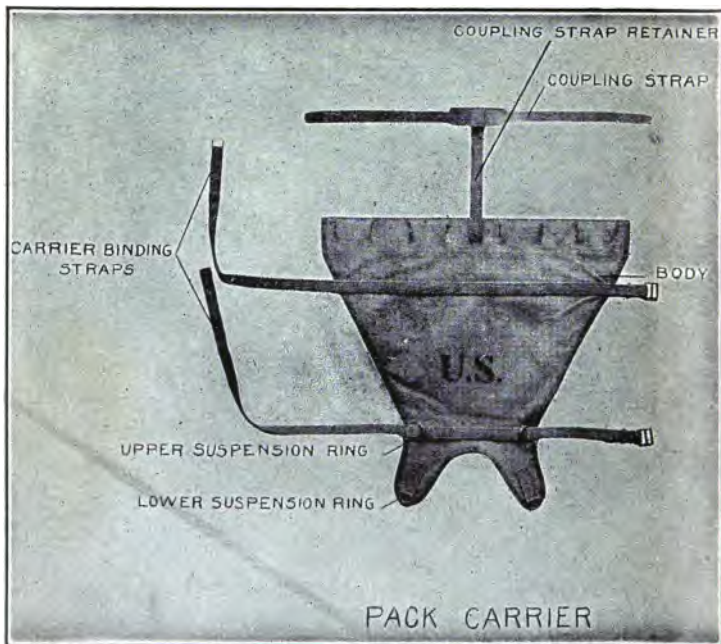


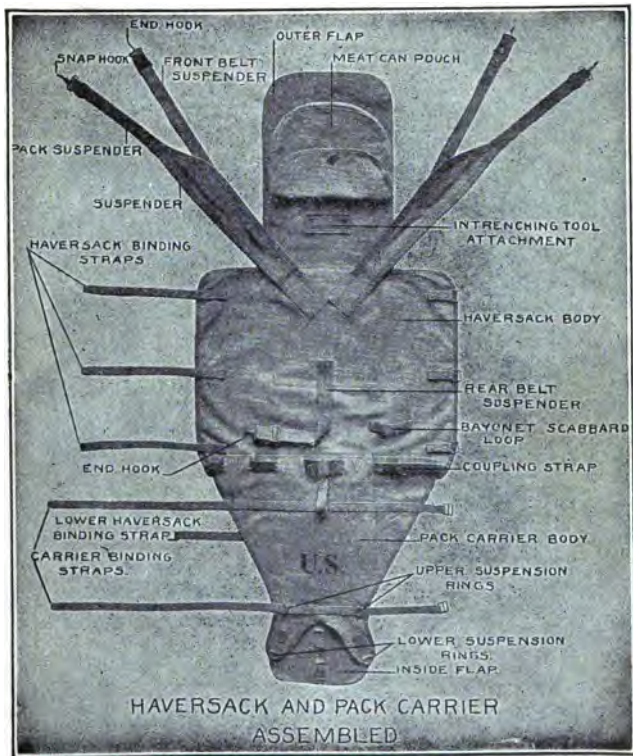
PARTIALLY EQUIPPED.
(Pack discarded.)

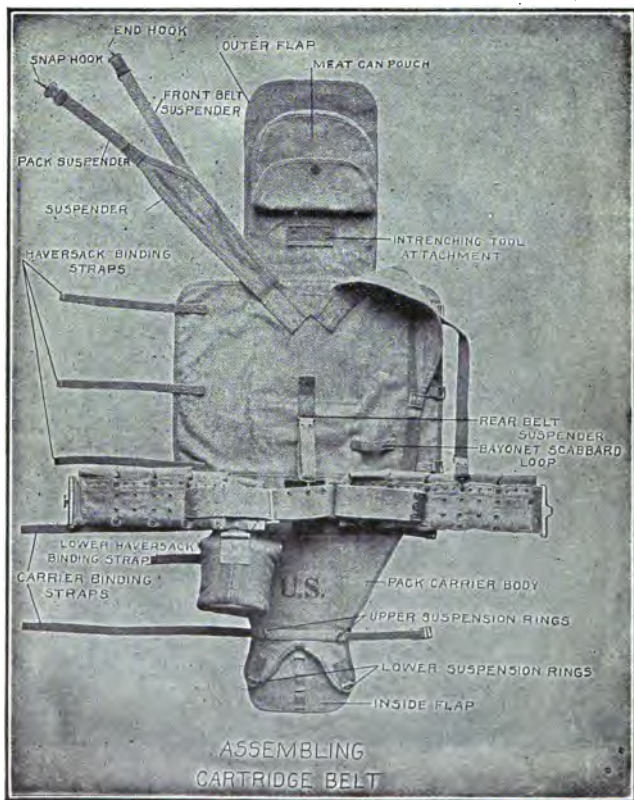


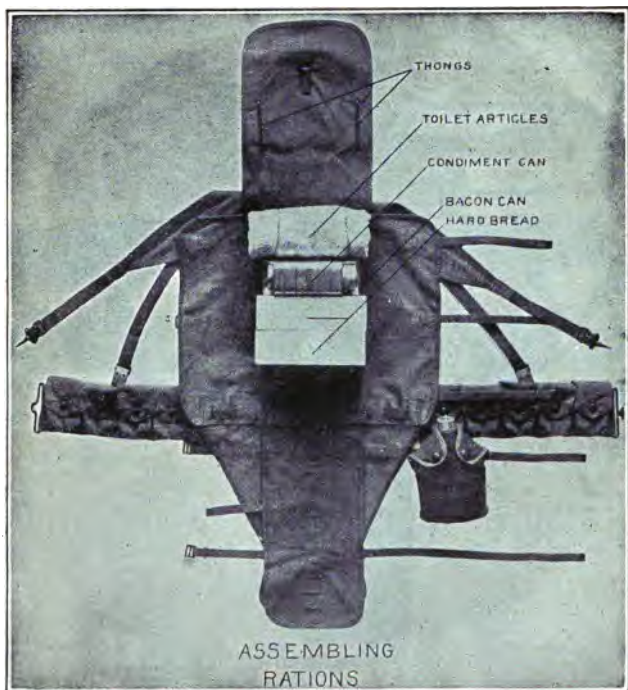
PONCHO OVER EQUIPMENT.













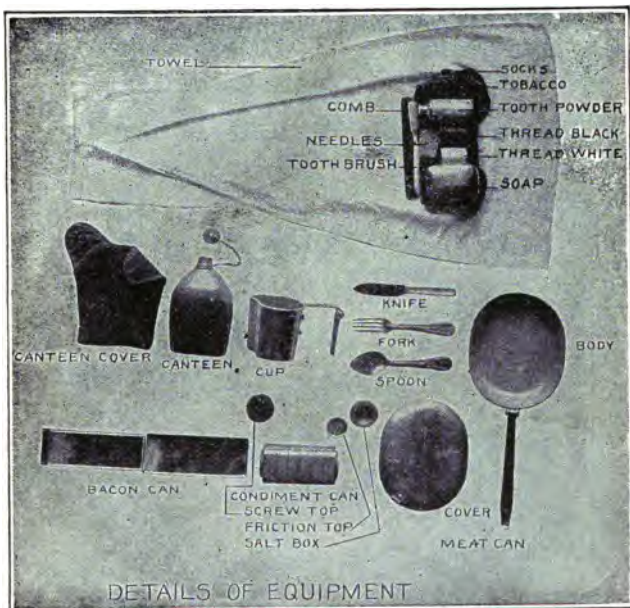
ASSEMBLING PACKED HAVERSACK.



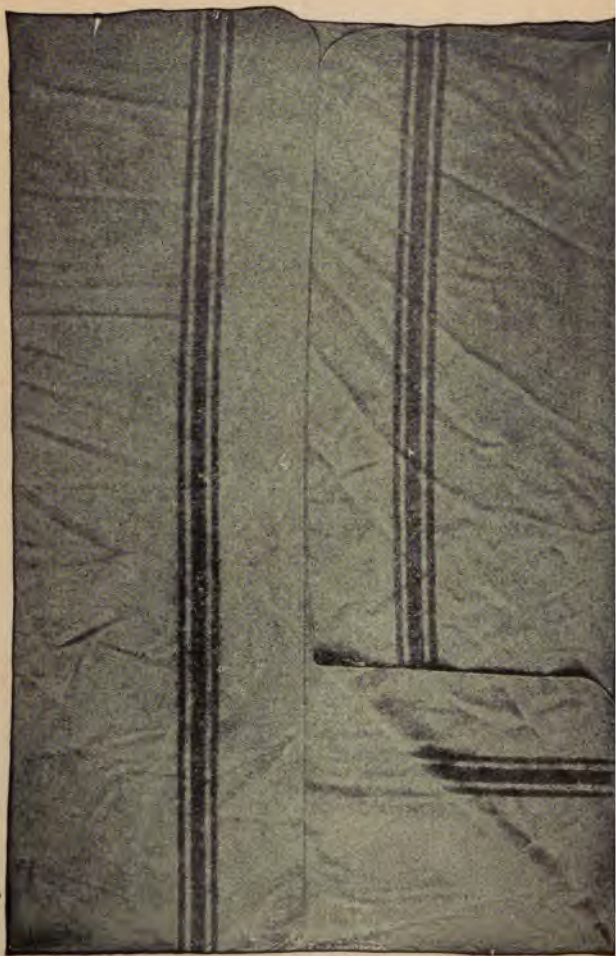
FULL EQUIPMENT.
(Without intrenching tools.)



FULLY EQUIPPED.
(Without the pack.)



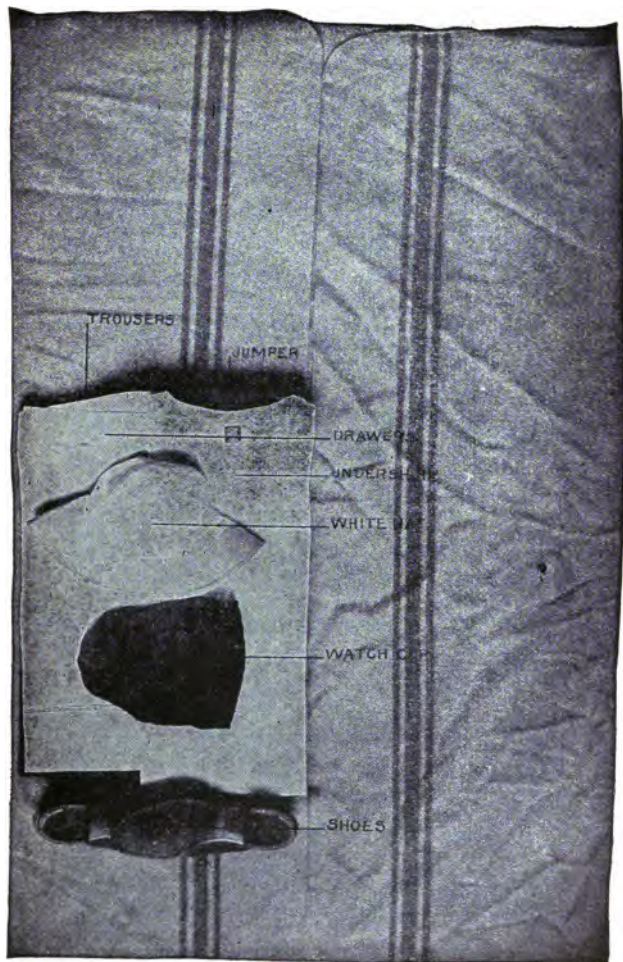




BLANKET FOLDED TO RECEIVE EQUIPMENT.



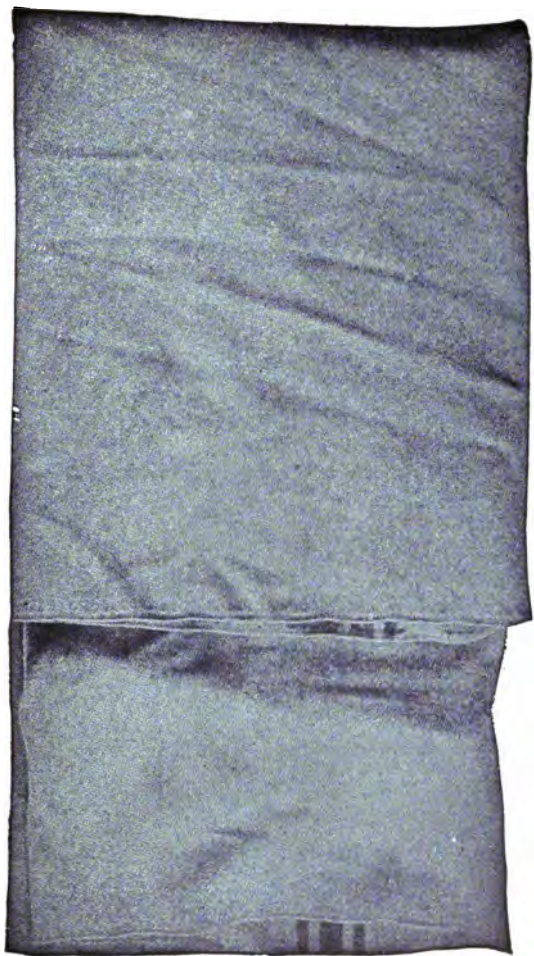
FIRST LAYER OF CLOTHES.



SECOND AND OUTER LAYER OF CLOTHES.



EQUIPMENT LOCKED IN BLANKET.
(Folded once.)



EQUIPMENT LOCKED IN BLANKET.
(Folded twice.)



PONCHO FOLDED ONCE, TO RECEIVE BLANKET PACK.



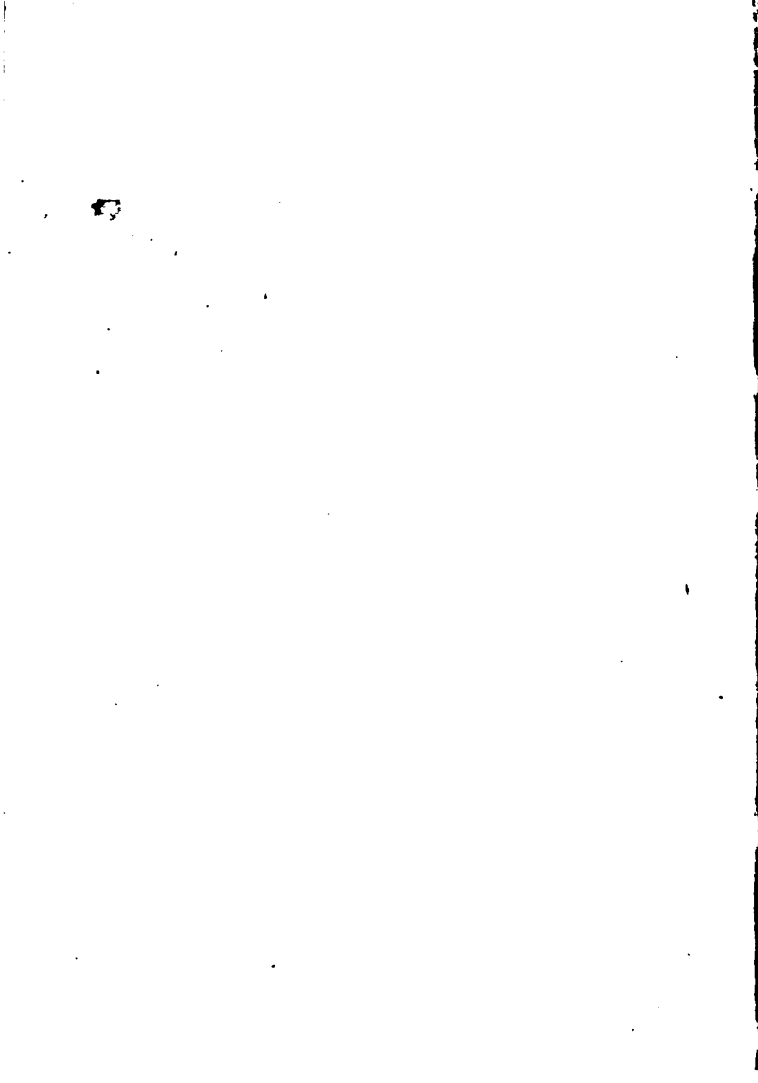
PONCHO FOLDED TWICE, FORMING A SQUARE TO RECEIVE
BLANKET PACK.



BLANKET PACK LAID ON PONCHO FOR ROLLING.



SQUAD BAG.



GUARD DUTY.

(From Manual of Guard-Duty, — U. S. Navy.)

Orderly for Commanding Officer.

1. When so directed, the Adjutant will select an orderly for the commanding officer from the members of the *new* guard, an extra man being detailed for the guard for this purpose; the selection is usually made during the inspection at guard-mounting.

2. The man who is most correct in the performance of duty and in military bearing, neatness in person and clothing, and whose arms and accoutrements are in the best condition, will be chosen. Clothing, arms, and equipments must conform to the regulations prescribing the uniform. The Adjutant will notify the commander of the guard of his selection.

Orders for Sentinels on Post.

3. Orders for sentinels on post are divided into two classes, *general* orders and *special* orders.

4. Sentinels will be required to memorize the following:
My General Orders are:

(1) To take charge of this post and all Government property in view.

(2) To walk my post in a military manner, keeping constantly on the alert, observing everything that takes place within sight or hearing.

(3) To report every breach of orders or regulations that I am instructed to enforce.

(4) To repeat all calls from posts more distant from the guard-house than my own.

(5) To quit my post only when properly relieved.

(6) To receive, transmit, and obey all orders from, and allow myself to be relieved by, the commanding officer, officer of the day, an officer or petty officer of the guard only.

(7) To hold conversation with no one except in the proper discharge of my duty.

(8) In case of fire or disorder to give the alarm.

(9) To allow no one to commit a nuisance in the vicinity of my post.

(10) In any case not covered by instructions, to call the petty officer of the guard.

(11) To salute all officers, and colors not cased.

(12) At night to exercise the greatest vigilance. Between retreat (or — o'clock, naming the hour designated by the commanding officer) and broad daylight, challenge all persons seen on or near my post, and allow no person to pass without proper authority.

5. A sentinel on post is not required to halt and change the position of his rifle on arriving at the end of his post, nor to execute *to the rear*, precisely as prescribed in the "School of the Squad," but faces about while marching in the way most convenient to him, and either to the *right about* or *left about*, and at any part of his post, as may be best suited to the proper performance of his duties. He carries his rifle on either shoulder; at night, or in wet or severe weather, when not in the sentry box, he may carry it at the *secure*.

6. When calling for any purpose, challenging, or in communication with any person, a sentinel will take the position of *port arms*.

7. A sentinel will not quit his piece, except on an explicit order from some person from whom he lawfully receives orders while on post; under no circumstances will he yield it to any other person. Unless necessity therefor exists, no person will require a sentinel to quit his piece, even to allow it to be inspected.

8. A sentinel will arrest suspicious persons prowling about the post or camp at any time, all parties to a disorder occurring on or near his post, or any one who attempts to enter the camp at night, and will turn over all persons arrested to the petty officer of the guard.

9. He will at once report to the petty officer of the guard every unusual or suspicious event noticed.

10. If relief becomes necessary, by reason of sickness or other cause, the sentinel will call: "Petty Officer of the Guard, No. (—): *relief*," giving the number of his post.

11. To call the petty officer of the guard for any other purpose than for relief, the sentinel will call: "Petty Officer of the Guard, No. (—)."

12. Whenever relieved, a sentinel will repeat, in detail to his successor, all special orders relating to his post.

Messengers and Lookouts.

1. When on duty as messenger, sentry, lookout, or signal man be strict and military. Keep a sharp lookout. Report everything promptly.

2. When you relieve another man, say, "I am ready to relieve you."

3. When you are relieved always turn over all orders, and tell your relief everything that he should know about the duty at the time.

4. A lookout aloft must report all sails, land, buoys, lightships, lighthouses, or anything that he is told to report. He reports in a tone loud enough to be heard on deck: "Land ho!" "Sail ho!" "Light ho!" And when the Officer-of-the-Deck answers, "Where away," he answers the bearing: "One point on starboard bow, sir!" or "On the port beam, sir!" or "Two points on the starboard quarter, sir!" or whatever the direction may be. And if the Officer-of-the-Deck asks, "Can you make it out," the lookout answers, "Steamer, sir"; "White light, sir"; or whatever it is. If he can't make it out he answers, "Can't make it out, sir."

Guards and Sentries.

5. *All persons in the Navy are required to observe respect toward Sentries, Corporals of the Guard, Masters-at-Arms, and other men on police duty. Disrespect, disobedience, or interference with sentries or police is a very serious offence.*

6. Never talk to a sentry or to a man on guard, and always obey his orders quickly and silently.

7. Neglect of duty by a sentry is a court-martial offence.

"Asleep on watch," whatever the duty, is a court-martial offence.

MONEY, ALLOTMENTS, AND DEPOSITS.

1. Men are paid on the 5th and 20th of each month, unless those dates fall on Sunday or a legal holiday, in which case they are paid on the preceding or the following week day. If it is impracticable, when at sea, to pay on those dates they will be paid as soon after as conditions warrant. The Captain may grant special money requisitions at other times if the reasons given are satisfactory to him.

An apprentice seaman is required to keep to his credit one month's pay of his rating.

2. Enlisted men are permitted to "allot" any part of their pay to relatives. The Paymaster makes out the allotment and it is paid monthly from the Navy Department to the person designated. Men should not allot so much of their pay that they will not have enough left for their own expenses.

3. The Paymaster of a ship will receive deposits of money or valuables at the risk of individuals. Every precaution will be taken for the safe-keeping of such deposits.

4. Men may deposit money with the Paymaster in sums not less than \$5 *and receive interest thereon from the Government at the rate of 4% per annum.* Each depositor is furnished with a deposit book. This is an excellent way for a man to save money; but the money will not be repaid until final discharge. Each man is also furnished with a small book in which to keep his accounts.

CLOTHES.

1. Men should be careful of their clothing at all times. They should remember that every article of clothing rep-

resents a certain sum of money. When a man is careless with his clothing, loses it or destroys it, he throws away money. Never leave clothing adrift, even for a moment.

2. Cleanliness of clothing is strictly required. Scrub all soiled clothes whenever the routine permits.

3. Clothes must be plainly marked, provided with stops, and kept in the bags or lockers at all times.

4. Shoes must be marked by cutting initials on forward sides of heels; they must be removed when decks are wet or are being scrubbed.

5. Any man having the clothes or effects of another in his possession will be under suspicion. Particular attention must be given to this.

6. Buying, selling, borrowing, lending, or destroying clothing, bedding or small stores, whether drawn from the Paymaster or brought from home, is strictly prohibited. Any article of clothing found must immediately be taken to the Officer-of-the-Deck. Clothing bought at auction must be marked at once.

7. Men must *always* be in the prescribed uniform—not only at “quarters,” but at all times. They must always keep their clothes in repair and never wear soiled clothes except to coal ship, or when directed to do so.

Marking Clothes.

8. Every article of clothing shall be legibly marked with the owner's name as soon as drawn. The bottom of the name is to be parallel to the lower edge of the piece marked when practicable.

OVERCOATS.—On the lining each side of split of tail, 3 inches from and parallel to bottom.

OVERSHIRTS.—On the outside of the front and on the inside of back, both marks being placed 1 inch from the bottom of the shirt, the former across the center line and the latter to the right of the center line; also on the underside of the collar.

JUMPERS.—Blue, on the inside of the hem, across the center line of the front and to the right of the center line of the back; *white*, inside across the back just below the collar seam and close to it to the right of the center line; dungaree, same as white.

TROUSERS.—Blue, on the inside of the back of both legs, close to the bottom hem; *white*, on the waistband on the inside in front and on the underside of the pocket flap.

UNDERSHIRTS.—On the outside of the front, 1 inch from the bottom of the shirt and to the right of the center.

DRAWERS.—On the outside of the right half waistband.

NECKERCHIEF.—In center.

CLOTH CAP.—Inside crown.

WHITE CAP.—On the sweat band.

LEGGINGS.—Inside, on center piece, lengthwise.

PAJAMAS.—Same as blue jumpers and blue trousers.

FLANNEL SHIRTS.—Same as blue jumpers.

WATCH CAP.—Stencil name on piece of white drill and sew on inside $\frac{1}{2}$ inch from bottom. Fold so name will not show.

JERSEY.—Stencil name on piece of white drill and sew on inside the front 1 inch from bottom and to right of center.

SOCKS.—On leg near top.

MATTRESS.—In center line, 4 inches from each end.

MATTRESS COVER.—Right corners, 4 inches from open end.

BLANKETS.—All the right-hand corners, 4 inches from each end.

RUBBER BLANKET.—Inside across one corner.

SHOES.—Cut initials on forward side of heels; stencil inside, near top.

DUNGAREES.—Same as blue clothes.

RAIN CLOTHES.—Same as dungarees. Particular care should be taken that rain clothes are kept distinctly marked at all times.

RUBBER BOOTS.—Inside near top. At training stations mark on outside also to prevent loss.

Folding Clothes.

1. Turn all clothes, except overcoats and underclothes, inside out before folding; brush clean, roll up tightly, smoothing all the wrinkles, and secure with a white cotton stop 2 inches from each end of the roll. The stops are tied in a square knot and ends tucked inside the roll. The name must show plainly lengthwise of the top of each roll.

2. Fold clothes as follows:

ALL TROUSERS.—Fold one leg over the other so that the seams on the inside of the legs come together. Turn waistband back to middle of the leg, tuck in the seat and roll toward the bottom of the leg.

DRAWERS.—Same as trousers, except roll from the bottom of the leg upward.

OVERSHIRTS AND WHITE JUMPERS.—Place one sleeve directly over the other, the front of the shirt being on the inside of the fold and the collar extending above the neck with the two side edges together on inside of collar. Fold collar lengthwise of shirt. Fold arms back over collar twice and roll back from neck toward lower edge of the shirt.

UNDERSHIRTS.—Same as overshirts, except directions concerning collars.

JERSEY.—Same as undershirt.

OVERCOAT.—Lay the overcoat out flat, outside up, sleeves along side, collar turned down as when worn. Fold back each half of the front over the sleeve nearest it, and then fold one-half of the coat over the other half. Fold upper third of coat over center third and lower third back over upper third. Secure with a long stop around center.

3. When clothes are taken out to be worn, the stops are to be placed in the ditty boxes.

4. When clothing is to be washed the stops must be rove through the eyelet holes before the clothes are wet, and used to stop the clothes on the lines. Rope yarns will not be allowed in the bag or on the lines. If the clothes stops are lost, new ones must be made from canvas threads.

Stowing Clothes. Bags.

1. Clothes are to be kept in lockers or white canvas bags. In the latter the rolls are stowed in layers of three pieces, each layer at right angles to the one below it.

2. Put blue clothes and cap in the bottom of the bag, white clothes and hats next, small bags, socks, and other small articles on top.

3. Secure the bag with two turns of the lanyard as close down on top of the contents as possible. Keep overcoats in divisional coat bags, or stowed in bottom of clothes bags as may be ordered.

4. Men should be careful to keep their bags clean at all times. They will save themselves much labor by so doing.

5. Never drag a bag along the deck, or put it down except in a clean, dry place.

6. When bags are scrubbed be sure to get them perfectly clean and to wash all the soap out of them to avoid having to re-scrub them.

Bag Inspection.

1. Bags are to be kept ready for inspection at all times.

2. The division will go to its bag racks, take up bags, fall in again for inspection, and open ranks. Men will stand at attention behind their bags until they receive the command "Lay out bags for inspection," when the clothes will be taken out of the bags and placed in two piles—blue in one and white in the other. Lay the bag on deck, the number on the bottom toward the inspecting officer and showing. Place the clothes on the bag in a single layer of two rows, names on top, blue clothes to the right, and white clothes to the left of the recruit; on board ship, blue clothes forward and white aft.

3. Division officers will see that the inventory of clothes belonging to each man is kept up to date, and, at inspection, that nothing has been disposed of without permission, and extra article in his possession.



PLATE XXIX.
Bag Inspection.

4. Arrange clothes in the following order, commencing at the bottom of the bag, the outer ends of pieces being in the same straight line: #

BLUE CLOTHES.—Trousers, overshirt, flannel shirt, jersey, overcoat, flat hats, watch caps, socks, and leggings.

WHITE CLOTHES.—Trousers, jumpers, mattress covers, undershirts, drawers, pajamas, towels, hats, socks, and small bags. Rubber boots on the right with toes even with bottom of the bag, shoes in rear of boots. The whisk broom is placed between the two rows of clothing and stood on end between the white and blue trousers.

5. The first command will be followed five minutes later by the command "Attention." Men will stand at attention at the open ends of their bags, facing the inspecting officer, and preserving silence.

6. All clothing must conform to the uniform regulations and must be worn in a regulation manner; all men must wear underclothes, socks, and good shoes; shift and scrub underclothes twice a week or as often as circumstances demand, and mattress covers weekly; come to quarters in clean uniform and with shoes shined.

HAMMOCKS.

1. As with bags, men should be very careful to keep their hammocks clean at all times and thus save labor. Never let a hammock touch the deck except at inspection. Sling it neatly and lash it tautly according to regulation methods prescribed below. Scrub it clean, and be sure to get all the soap out before stopping it on the line.

Slinging Hammocks.

2. Hook the ring of the clews to a hammock hook, pass each outer nettle from out in through the eyelet on its own side of the hammock. Square the two nettles and take a half hitch with each. Pass the remaining nettles in the same manner, extending the end of each through the hitch

following it toward the center. Sling the other end in the same manner.

Lashing Hammocks.

3. Place the mattress square in the hammock, fold the blanket crosswise four times and place it lengthwise to the hammock on top of the mattress, and roll up taut, with edges overlapping. Lash with seven marline turns, the ends being just clear of the bedding. Expend the spare end along its own part, on the upper side of the hammock. Turn the hammock over several times to twist the clews; unhook one end at a time and tuck the clews under the lashing and haul them taut.

4. When reveillé is sounded, hammocks are to be stowed within 15 minutes after.

Hammock Inspection.

5. At the order "Lay out hammocks for inspection," unlash and spread out the hammock, the name on the mattress being turned toward the inspecting officer.

6. Fold the mattress cover and blanket twice crosswise, placing them respectively 10 inches from the head and foot of the mattress. Throw the clews over the mattress and coil up the lashing at its head.

7. The order "Attention" will follow five minutes later. Men will stand at attention at the heads of their hammocks until the inspection is over.

8. The weather permitting, bedding shall be aired weekly.

STOPPING ON WASH CLOTHES, BAGS, AND HAMMOCKS.

1. Clothing will be stopped to the clothes-line with clothes-stops, each piece of clothing lapping the piece forward of it one-third. Take round turns of the stops on the line and tie square knot.

2. When stopping on blankets and mattress covers hitch the clothes-stops to the upper corners.

3. Hammocks will be stopped to the girtline with three clothes-stops, one in each end and center eyelet hole. Take round turn around girtline with stops and tie square knot.

4. Two stops for bags should be made fast to the bottom on the inside—either sewed on securely or, preferably, passed through two eyelets in the bottom. The bag should be turned inside out before stopping on. It is most important to use *strong stops* with bags and hammocks and to pass them very securely to prevent them from being blown off in bad weather. It is quite inexcusable to lose articles off the line.

THE LUCKY BAG.

5. Bags, hammocks and clothes unclaimed, as well as the clothes found adrift at any time, are to be put in the lucky bag. The owners will be placed on the report.

PART II

PRACTICAL INSTRUCTION

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PRACTICAL INSTRUCTION.

1. The first part of this book is devoted to information of a general character regarding the naval service, its rewards and its demands. Men should be made familiar with all these matters, particularly as to the necessity for perfect

cleanliness, the importance of salutes, and the advantages that come from good conduct, obedience, and attention to duty. If men get *started right*, much trouble will be avoided; and their instruction will proceed more smoothly when they appreciate the importance of good conduct and industry.

2. The following pages are intended to cover the rudiments of a man-of-war's man's practical instruction. The information and the questions will greatly assist petty officers and "squad leaders" in the work of instructing recruits. Special types of ships may need additional information and questions, which can be supplied by divisional officers.

3. It should be the aim of practical instruction to give men a good working knowledge of everything under this head. But special effort should be made to teach them the following:

4. (1) The necessity for neatness, cleanliness and good manners.

(2) To pull a good oar.

(3) To heave the lead.

(4) To hit the target with all arms.

(5) To make and read signals.

(6) To steer the ship.

(7) To box the compass.

(8) To heave, or read, the log.

(9) Knotting and splicing.

(10) Palm and needle.

(11) To swim.

5. The "daily routine" will develop men physically, make them active and fearless aloft, and enable them to pick up general knowledge of seamanship and ordnance.

6. The abolition of sails has reduced seamanship in the Navy to the science of handling and navigating steamers under all conditions of sea and weather. In place of "sail-

seamanship" we now have "battleship seamanship," which includes everything mentioned in paragraph 4, as well as general handiness and skill in the management of ships and boats, knowledge of modern mechanical appliances used in the daily routine on board ship, work with tackles, anchors, chains, hawsers, etc., used in mooring, unmooring, towing, handling weights. Sailors are needed as much as ever, although the scope and character of their work have somewhat changed. Ships still float, and we want quick, active, handy men, accustomed to all the emergencies and demands of a seafaring life.

Every bluejacket should take special pride in modern seamanship. He should aim to be a good steersman, a good leadsman and a good boatman; to be quick with signals, to be active in lowering, hoisting and handling boats and heavy weights, slinging stages, towing and handling targets, etc., and to be expert in the use of tackles and in keeping gear clear at all times. Wire rope is used in the modern ships for various purposes and enlisted men should know how to splice wire, and how to work quickly and skilfully with hawsers of all kinds used in towing.

7. Enlisted men should know the names of:

PARTS OF A SHIP.

Superstructure deck.	Fourth deck.
Forecastle deck.	Half deck.
Poop deck.	Platform deck.
Upper deck.	Protective deck.
Main deck.	Splinter deck.
Second deck.	Bow.
Third deck.	Amidships.
Gangways.	Sternpost.
Waterways.	Rudderpost.
Hold.	Rudder.
Double bottoms.	Shoe.

Steerage.	Bow, stern.
Bread rooms.	Quarter.
Storerooms.	Heel.
Tanks.	Keel.
Magazines.	Keelson.
Shell rooms.	False keel.
Bunkers.	Bilge.
Chain lockers.	Bilge keels.
Counter.	Water-line.
Stem.	Taffrail.
Cutwater.	Hammock nettings.
Forefoot.	Scuppers.
Water-tight bulkheads.	Ports.
Beams.	Port sills.
Frames.	Armor shelf.
Strakes.	Armor belt.

8.

SHIP'S FITTINGS.

Stanchions.	Mooring staples.
Rudder.	Chain stoppers.
Rudderpost.	Sea steps.
Gratings.	Accommodation ladders.
Hatchways.	Davits.
Combings.	Hammock cloths.
Hawse holes.	Shoe.
Bucklers.	Bitts.
Chain pipes.	Ringbolts.
Chain bitts.	Cleats.
Pin rails.	Clevis bolts.
Belaying pins.	Companion ladders.
Eyebolts.	Manropes.
Billboard.	Wheel.
Gunport shutters.	Wheel ropes.
Scupper lips.	Yoke or tiller.

KNOTTING AND SPLICING.

FIRST LESSON.

9. The following knots, etc., will be taught as soon as possible, when the divisions have knotting and splicing:

1. Rope-yarn knot.
2. Overhand knot.
3. Figure-of-eight knot.
4. Bowline.
5. Reef or square knot.
6. Round turn and half hitch.
7. Clove hitch.
8. Blackwall hitch.
9. Timber hitch.
10. Half hitch.
11. Two half hitches.

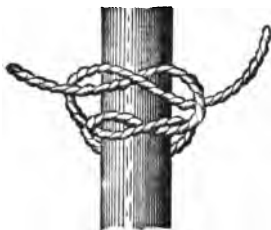
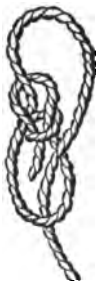
Squad leaders will be held responsible for this instruction, and will report to divisional officers when the instruction is complete. Every man must be made proficient.

SECOND LESSON.

10. The following will be taught as soon as the men become proficient in the knots on the previous list:

1. Running bowline.
2. Bowline on a bight.
3. Sheepshank.
4. Cat's-paw.
5. Sheet bend.
6. Double sheet bend.
7. Marline-spike hitch.
8. Half hitch and a seizing.
9. Carrick bend.
10. Fisherman's bend.

As soon as the men have become *proficient* in this and the previous lesson, they will be taught to make other knots and splices.

**Over-hand knot.****Figure-of-eight knot.****Reef or square knot.****Bowline.****Running bowline.****Bowline on a bight.****Half hitch.****Two half hitches.**

11. The men should be taught the particular use for each one of these knots; without this the instruction is incomplete.

12. The following are important:

To make a short splice.	Grommet.
To make a long splice.	Cross seizing.
To make an eye splice.	Quarter or flat seizing.
To splice a wire rope.	Parceling.
To pass a stopper.	Serving.
To mouse a hook.	Sword mat.
To put a strap on a rope.	Throat seizing.
To put a strap on a spar.	Wall and crown.
To rig and know the use of a parbuckle.	Matthew Walker.
To sling a cask.	Sennit.
To sling a cask on end.	Racking.
To lower a man down from aloft.	Rose lashing.
To take a turn around a cleat.	Common whipping.
To bend two hawsers together.	Worming.
To bend a hawser to an anchor.	To strap a block in all ways.

PALM AND NEEDLE.

13. What is a palm and needle?

How do you use a palm and needle?

What is a flat seam?

What is a round seam?

What is a "whipping"?

What is "middle stitching"?

Every seaman should know how to use a palm and needle.

MARLINE SPIKES.

14. What is a marline spike?

How do you use one?

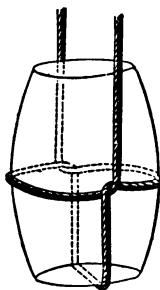
What precaution when you go aloft with a marline spike?



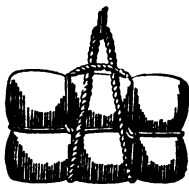
Hogshead sling.



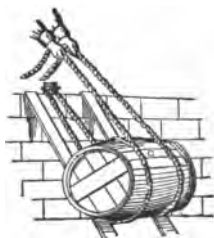
Sling a cask, head up.



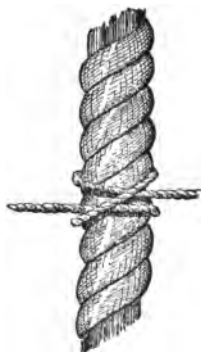
Sling a cask, head up.



Bale sling.



Parbuckle.



Clove hitch ; or ratline
hitch.



Timber hitch.



Round turn and
half hitch.



Timber and half hitch.



Blackwall
hitch.



Catspaw.



Marline hitch.



Sheep shank.

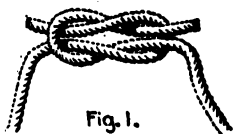


Fig. 1.
Square or Reef Knot.

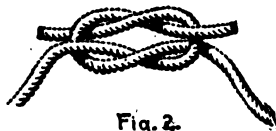


Fig. 2.
Granny Knot.



Fig. 3.
Sheet or Becket
Bend Single.

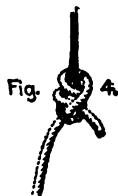


Fig. 4.
Sheet or Becket
Bend Double.

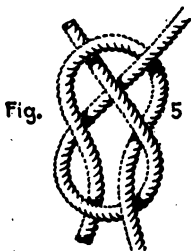


Fig. 5.
Single Carrick Bend (1.)



Fig. 6.
Single Carrick Bend (2.)



Fig. 7.
Two Bowlines.

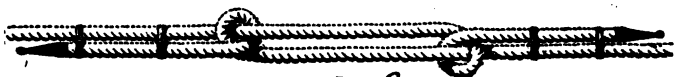


Fig. 8.
Reeving-Line Bend.
Bending Two Ropes Together.

BOOMS.

15. What is a lower boom and its use?
 What is a quarter boom and its use?
 What is a guess warp and its use?
 What are pennants on boom for?
 What are fore and aft guys?
 What is the lower boom topping lift for?
 What are coaling booms? Name parts.

BOATS IN GENERAL.

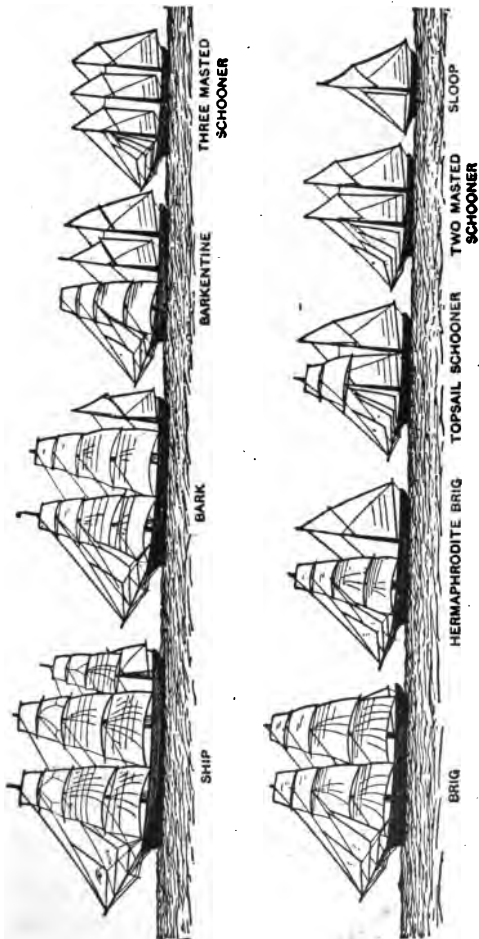
1. Vessels of the U. S. Navy are supplied with one or more of the following classes of boats:

- | | |
|----------------------------|-----------------------------|
| 1. Steamers. | 7. Motor whaleboats. |
| 2. Motor boats. | 8. Dinghies. |
| 3. Sailing launches. | 9. Motor dinghies. |
| 4. Motor sailing launches. | 10. Motor dories. |
| 5. Cutters. | 11. Wherries. |
| 6. Whaleboats. | 12. Punts, catamarans, etc. |
- Steam barges or motor barges are furnished flagships.

GENERAL DESCRIPTION.

2. **General Remarks.** The size of ship's boats is indicated by their length in feet, for example a 28-foot cutter, a 36-foot steamer, etc. The following is the length in feet of the boats now supplied to vessels of different classes: Steamers, 50, 40, 36, 33, 30, and 28 feet; motor sailing launches, 50, 40, 36, 33, 30, and 24 feet; sailing-launches, 36, 33, and 30 feet; cutters, 30, 28, 26, and 24 feet; whaleboats, 30, 29, 28, and 24 feet; and dinghies, 20, 18, 16, and 14 feet. Special 20-foot cutters and whaleboats are supplied to torpedo craft.

3. **Steamers.** First-class battleships usually carry three steamers of different size. In the latest ships one of these will be a picket-launch, about 50 feet long. All steamers of the regulation type are fitted to mount a light rapid-fire or

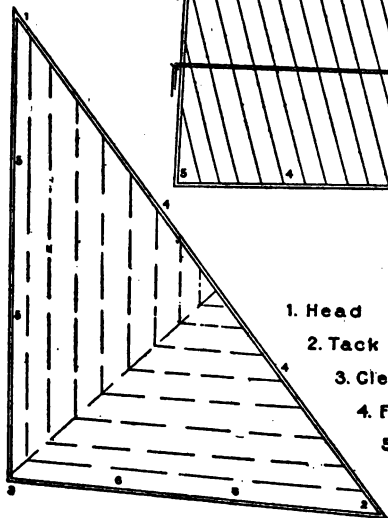
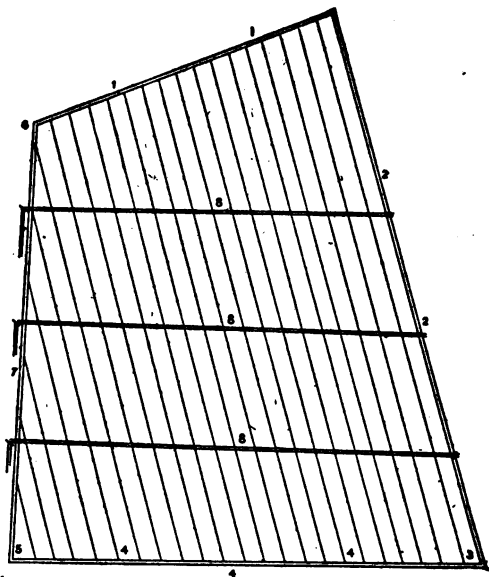


RIGS OF SAILING VESSELS.

PLATE XXXIV.

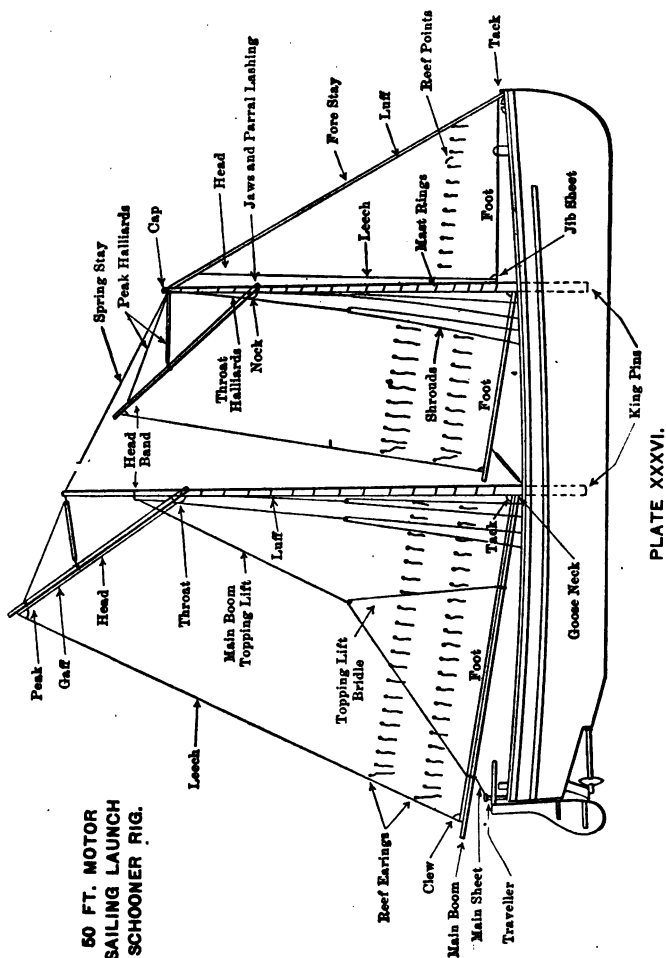
SPANKER

1. Head
2. Leech
3. Clew
4. Foot
5. Tack
6. Throat
7. Fore leech or luff
8. Brails



JIB

1. Head
2. Tack
3. Clew
4. Fore leech or luff
5. After leech
6. Foot



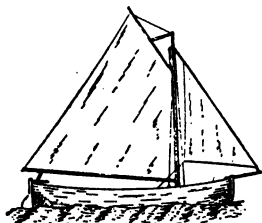
machine gun in the bow. Steamers are fitted with rowlock-sockets in the washboard, and should always carry at least two oars and rowlocks for use in an emergency. Steamers or motor boats assigned to the use of commanders-in-chief are known as barges. Boats assigned to the captain are sometimes called gigs. Steamers of a ship are distinguished by their number, 1st, 2d, and 3d steamers.

4. **Sailing-launches** are large, heavy working-boats, square-sterned, sloop-rigged, and they are so named from the fact that sail is their usual mode of propulsion. They, like steamers, are fitted to mount a light rapid-fire or machine gun in the bow. Sailing-launches are supplied with oars, and instead of rowlocks they use grommets and tholepins. By double-banking the thwarts, considerable speed under oars may be attained. These boats are specially designed for ship's heavy work, such as carrying water or stores, large liberty-parties, carrying out anchors, weighing kedge-anchors, etc. Many launches are now supplied with motors.

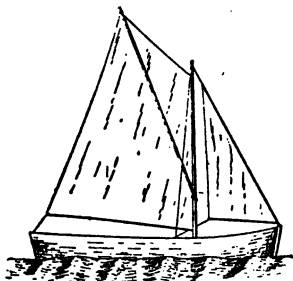
4a. All sailing launches are now built to take an engine. The lengths vary from 50, 40, 36, 33, 30, and 24 feet. The 50-foot motor sailer is a schooner rig, having a jib, fore and mainsail, no bowsprit. All other motor sailers are sloop rigged. The 24-foot boats are made for the large destroyers and the small gunboats.

5. **Cutters** are double-banked, square-sterned boats, smaller than launches, pulling 10 or 12 oars, according to size. They are used as running-boats and for ship's general duties and are fitted either with sunken or swivel-rowlocks. Their sailing rig is the sliding-gunter, either with or without jib, or standing lug. They are frequently fitted to carry a light rapid-fire or machine gun in the bow. These boats are particularly adapted to port duty of every description.

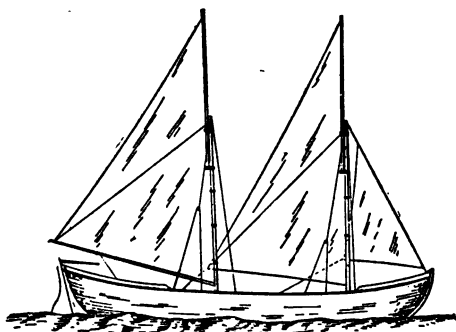
6. **Whaleboats** are double-ended and, according to size, are single- or double-banked, pulling 6 or 12 oars, according to size. They are used as running-boats and for ship's gen-



Launch—U. S. Navy.
(Gaff and Boom Rig)



Sprit Rig.



Sliding Gunter

Rig of Boats for Sailing.

PLATE XXXVII

eral duties of a lighter character than that assigned to launches and cutters. They are fitted with swivel-rowlocks. Their sailing rig is the sliding-gunter, frequently without jib. In port they are steered with a rudder, but at sea are fitted with a steering-oar passed through a crutch (or steering-rowlock) on the quarter. These boats are therefore particularly adapted for use at sea and are generally used as life-boats. Gigs are usually of the whaleboat type.

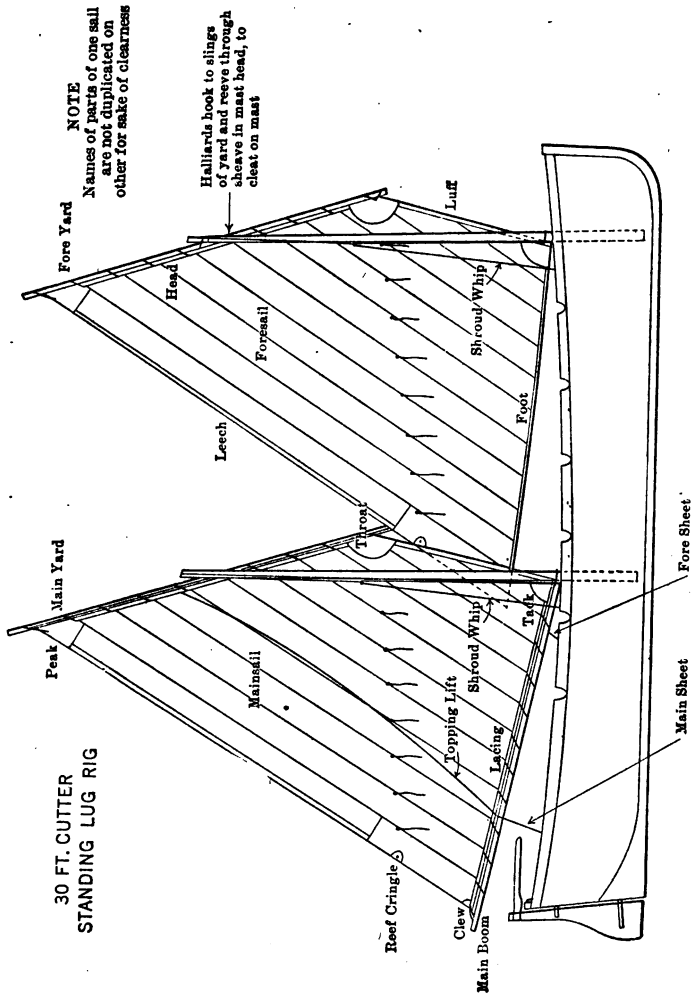
7. **Dinghies** are small handy boats, shaped like cutters, single-banked with four oars. They are used as market-boats, or for light rough work, or ship's light duties. Owing to the small crew required, they are particularly convenient for nearly any light work in port. They carry sails and are usually sprit-rigged.

8. **Barges** are for the exclusive use of flag officers. There are two types of barges usually furnished a flag officer, viz.: Steam barges and motor barges. The steam barges are generally a regulation steamer, fitted and equipped for a flag officer, while the motor barge is usually a high-speed, specially designed boat. It is fast becoming the present practice to standardize these boats.

9. **Wherries** are light, handy boats for officers' use. They can be pulled by one man.

10. **Punts** are rectangular, flat-bottomed boats, intended for painting and general cleaning around the ship's water-line. They are fitted with rowlocks on each side, but are usually propelled by sculling.

11. **Catamarans (or balsas)** are platforms secured to two hollow floats. They are used for the same purpose as punts, but are less handy. They are really carried on account of their demonstrated value in case of shipwreck. They are fitted with swivel-rowlocks and oars, but are usually sculled. Life-rafts of various designs are sometimes carried, but no regulation type has been adopted.



BOATS.

1. How is a boat lowered?

What is the use of a sea painter?

In hoisting, what fall should be hooked first?

How is a boat stopper passed?

What are life lines?

What is done at the command "Shove off"?

What is done when a boat is called away?

What side gives the stroke?

What is meant by "Hold water" and "Stern all"?

How is a boat steered in a heavy sea, and why?

What are muffled oars?

How are boats kept clear of the ship when riding astern?

How tow a boat alongside and keep it clear of the ship?

How are lifeboats secured, and what must they contain?

How are masts stowed in a boat?

What is the regulation rig for boats in the United States Navy?

How make sail in a boat?

How douse sail and get under way?

Explain how to tack a boat.

Why is it dangerous to use the lee oars when under sail?

Never climb the mast of a boat if anything is to be done; unstep the mast.

How do you "feather" an oar?

How "feather" when backing?

What do at command "Stand by the oars"?

What do at command "Up oars"?

What do at command "Out oars"?

What do at command "Let fall"?

What do at command "Give way together"?

What do at command "In bow," or "Trail bow"?

What do at command "Way enough"?

What do at command "Toss"?

What do at command "Oars"?

What do at command "Back starboard," "Give way port"?

How do you use a boat-hook?

2. When a boat is called away the crew should move on the *run* and man the boat as soon as possible. A bluejacket should take pride in being a good boatman.

3. If the boat is at the boom when called away, the boat-keeper should haul her up and hold her under the ladder or pendant while the crew get in. The men should sit down on their thwarts and stand by to drop the boat down quickly as the coxswain directs.

4. If the boat is hoisted the crew should take stations for lowering, put in the plug, see the falls clear and await orders. As soon as lowered the falls should be hooked to the ship's side and the men who are on deck should haul the falls and stoppers taut and then man the boat *on the run*.

5. Be sure that you know how to *hook and unhook boat's falls, and how to pass a stopper properly*.

6. In pulling, always lay well back on your oar and pull it through the water. Do not attempt to pull with your arms alone, but always bring the muscles of your back and legs into play. American bluejackets have always been good oarsmen and usually win races with foreign man-of-war's men.

7. Always pull a *good strong stroke*, and pay strict attention to orders. Paddling and slouchiness in a man-of-war boat is inexcusable.

8. Never stand up in a boat if you can avoid it. In stepping and unstepping masts and making sail, not more than two or three men need stand.

9. The crew of a boat should always be in uniform and perfectly clean.

Boat Etiquette.

10. Boat-keepers at the boom should always haul their boats ahead when a boat leaves the ship or comes alongside, and they should always rise and salute officers in other boats passing near. If awnings are spread, salute without rising. Boat-keepers must always be attentive and never lounge or read in a boat.

11. Never talk in a boat whether you belong to the crew or are a passenger.

12. Always *get into* a boat ahead of your superior officer and *leave it after* him, unless he orders you to get out first. If you are a passenger always rise and salute when an officer enters or leaves a boat in which you are seated.

13. With the exceptions stated above, men in a boat do not salute while under way. The boat-keeper or coxswain salutes officers in other boats.

Nomenclature of Boats.

14. Learn the names of all parts of a boat and of all its gear and fittings and the uses of each.

Coxswain's box.

Sheer.

Keel.

Sea painter.

Frames.

Row locks.

Stem.

Gunwale.

Bow.

Oars.

Stern.

Loom.

Sternpost.

Blade.

Strake.

Handle.

Thwarts.

Heel of mast.

Stern-sheets.

Step of mast.

Back board.

Main boom.

Plug.

Gooseneck.

Stretchers.

Sails.

Mudder.

Head.

Tiller.	Tack.
Yoke.	Clew.
Painter.	Leech.
Halliards.	Sheet.
Brails.	Answering pennant.
Sliding-gunter.	Grapnel.
Topmast.	Gripe.
Sprit-sail.	Kinds of boats.
Sprit.	Launches.
Gaff-topsail.	Barges.
Lug-rig.	Cutters.
Boat-box.	Whaleboat ; lifeboats.
Boat number.	Gigs.
Boat recall.	Dinghies.
General recall.	Wherries.
Sternfast.	Risings.

Boat Calls.

15. Boats are usually called away by the bugle. The calls are different for the different classes of boats, but they are very easily learned and men should be attentive to them when they first go on board ship.

WHIPS, BLOCKS AND TACKLES.

1. What is a "single whip"?

What is a single purchase?

What is a double purchase?

What is a "treble" purchase?

Name the different kinds of blocks.

What is a "dead-eye"?

What is a "heart"?

What is a "thimble"?

What is a "block strap"?

What are "sister hooks"?

2.

Blocks.

Single.	Swivel.
Double.	Hanging.
Treble.	Deadeye.
Clump.	Fairleader.
Heart.	Swivels.
Patent.	Cheek block.
Snatch.	Dasher block.
Iron.	Euphroe.
Gin.	

3.

Parts of a Block.

Shell.	Top.
Sheave.	Bottom.
Bouching.	Swallow.
Pin.	Score.

ANCHORS AND CHAINS.

4. The nomenclature of anchors and chains is shown in Plates XXXIX and XL.

Learn the answers to the following questions:

Ground Tackle.

5. What is meant by ground tackle?

Name the principal parts of an anchor.

What are sheet anchors, and where carried?

What are stream anchors, and where carried?

What are kedge anchors, and where carried?

What is the length of a chain cable?

How are swivels put on? What are they for?

How are shackles put on?

What is a "combination shackle"?

What is a "bending shackle"?

What are the open links?

What is a shot of chain?

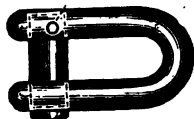


OPEN LINK



STUD LINK

Forelock Pin



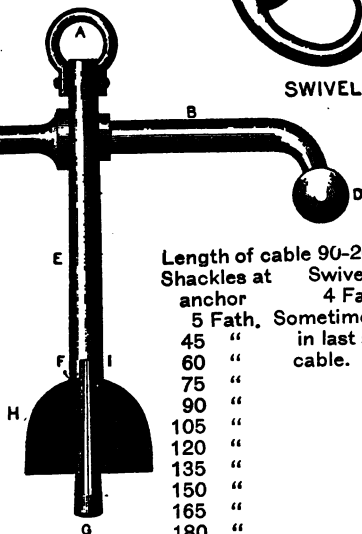
SHACKLE



SWIVEL

PARTS OF ANCHOR

- A Jew's Harp or Ring
 B Stock
 C Fixed Ball
 D Movable Ball
 E Shank
 F Fluke
 G Crown
 H Palms
 I Peaks



Length of cable 90-200 Fath.

Shackles at anchor Swivels at 4 Fath.

5 Fath. Sometimes one in last shot of cable.

45 "

60 "

75 "

90 "

105 "

120 "

135 "

150 "

165 "

180 "

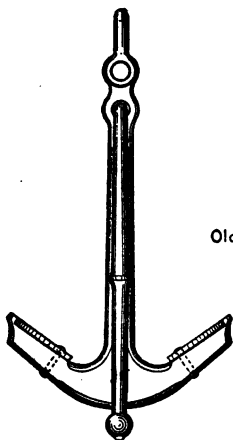


Fig. 1
Old Fashioned
Anchor.

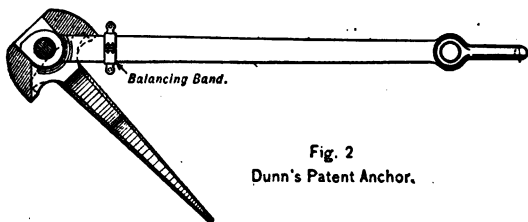
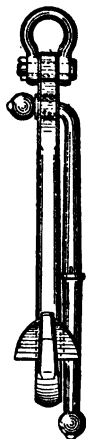
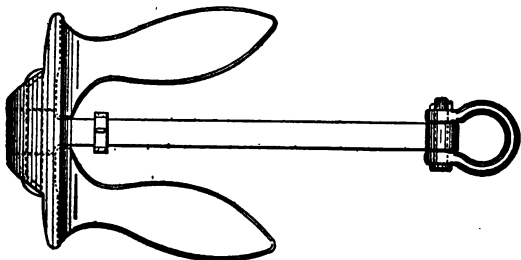


Fig. 2
Dunn's Patent Anchor.



Anchors, U. S. Navy.
PLATE XL.

Where is the club link?
What gear would you get up for clearing hawse?
How is the end of a chain made fast in a chain locker?
What is the bitter end?
What are deck stoppers?
How put on deck stoppers?
What is biting the chain?
What is "clear hawse"?
What is "foul hawse"?
What is a "mooring swivel"?
What is the use of a "mooring swivel"?
How secure anchors for sea?
What is a ring stopper?
What is a shank painter?
What is the controller?
What is the compressor?
How "haul to" the compressor?
What is "bringing to" the chain?
What are "hawse pipes"?
Where are the "chain lockers"?
Who are the "chain tierers"?
How do they "tier chain"?
What is meant by "veering chain"?
What are the cat-heads?
How get up anchor?
How let go anchor?
What is the capstan?
What is the wild cat?
What are chain hooks? What are they for?
What is a "hook rope"? What is it for?
What is a "deck tackle"? What is it for?

THE COMPASS.

6. What is a compass?
How many points in a compass?
What are the cardinal points?

How many degrees in a compass?

How many degrees in a point?

What is a lubber's point?

"Box" the compass.

7. To "box" the compass is to name the points in regular succession, beginning at one point and ending with the same; thus, commencing with north and going around *with the sun*, say:

North,	South by West,
North by East,	South South-West,
North North-East,	South-West by South,
North-East by North,	South-West,
North-East,	South-West by West,
North-East by East,	West South-West,
East North-East,	West by South,
East by North,	West,
East,	West by North,
East by South,	West North-West,
East South-East,	North-West by West,
South-East by East,	North-West,
South-East,	North-West by North,
South-East by South,	North North-West,
South South-East,	North by West,
South by East,	North.
South,	

7a. The four principal points are called *cardinal points*; thus, North, East, South, and West. The points midway between these are called intercardinal points as NE., SE., SW., and NW. In boxing the compass in the United States Navy, it is the custom to *box from* North and South *toward* East and West, except that divisions next to a cardinal or intercardinal point are always referred to that point.

LUBBER'S POINT.

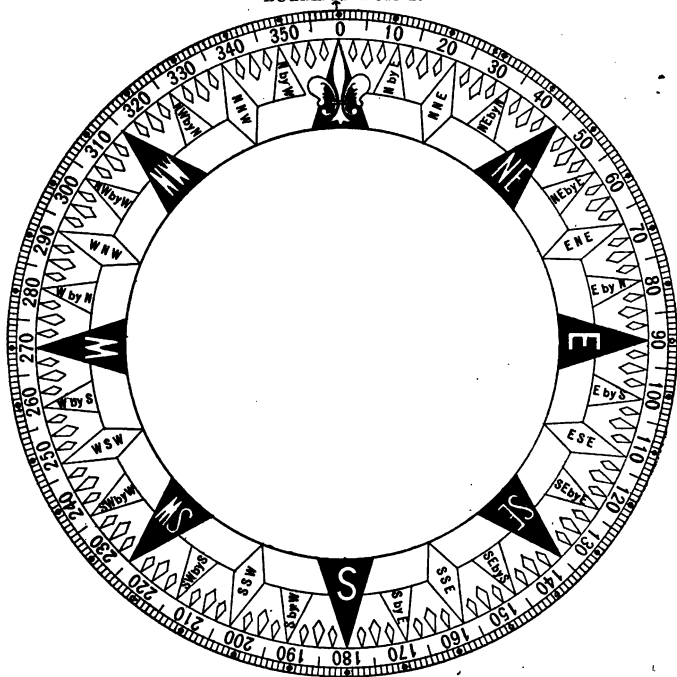


PLATE XLI

8. Each point is divided into squares and the fractional parts are thus expressed: East South-East, a half East; West, a quarter North, etc., as follows:

NORTH.	EAST.	SOUTH.	WEST.
N. $\frac{1}{4}$ E.	E. $\frac{1}{4}$ S.	S. $\frac{1}{4}$ W.	W. $\frac{1}{4}$ N.
" $\frac{1}{2}$ "	" $\frac{1}{2}$ "	" $\frac{1}{2}$ "	" $\frac{1}{2}$ "
" $\frac{3}{4}$ "	" $\frac{3}{4}$ "	" $\frac{3}{4}$ "	" $\frac{3}{4}$ "
N. by E.	E. by S.	S. by W.	W. by N.
" $\frac{1}{4}$ E.	ESE. $\frac{1}{4}$ E.	" $\frac{1}{4}$ W.	WNW. $\frac{1}{4}$ W.
" $\frac{1}{2}$ "	" $\frac{1}{2}$ "	" $\frac{1}{2}$ "	" $\frac{1}{2}$ "
" $\frac{3}{4}$ "	" $\frac{3}{4}$ "	" $\frac{3}{4}$ "	" $\frac{3}{4}$ "
NNE.	ESE.	SSW.	WNW.
" $\frac{1}{4}$ "	SE. by E. $\frac{1}{4}$ E.	" $\frac{1}{4}$ W.	NW. by W. $\frac{1}{4}$ W.
" $\frac{1}{2}$ "	" $\frac{1}{2}$ "	" $\frac{1}{2}$ "	" $\frac{1}{2}$ "
" $\frac{3}{4}$ "	" $\frac{3}{4}$ "	" $\frac{3}{4}$ "	" $\frac{3}{4}$ "
NE. by N.	SE. by E.	SW. by S.	NW. by W.
NE. $\frac{1}{4}$ N.	SE. $\frac{1}{4}$ E.	SW. $\frac{1}{4}$ S.	NW. $\frac{1}{4}$ W.
" $\frac{1}{2}$ "	" $\frac{1}{2}$ "	" $\frac{1}{2}$ "	" $\frac{1}{2}$ "
" $\frac{3}{4}$ "	" $\frac{3}{4}$ "	" $\frac{3}{4}$ "	" $\frac{3}{4}$ "
NE.	SE.	SW.	NW.
" $\frac{1}{4}$ E.	" $\frac{1}{4}$ S.	" $\frac{1}{4}$ W.	" $\frac{1}{4}$ N.
" $\frac{1}{2}$ "	" $\frac{1}{2}$ "	" $\frac{1}{2}$ "	" $\frac{1}{2}$ "
" $\frac{3}{4}$ "	" $\frac{3}{4}$ "	" $\frac{3}{4}$ "	" $\frac{3}{4}$ "
NE. by E.	SE. by S.	SW. by W.	NW. by N.
" $\frac{1}{4}$ E.	SSE. $\frac{1}{4}$ E.	" $\frac{1}{4}$ W.	NNW. $\frac{1}{4}$ W.
" $\frac{1}{2}$ "	" $\frac{1}{2}$ "	" $\frac{1}{2}$ "	" $\frac{1}{2}$ "
" $\frac{3}{4}$ "	" $\frac{3}{4}$ "	" $\frac{3}{4}$ "	" $\frac{3}{4}$ "
ENE.	SSE.	WSW.	NNW.
" $\frac{1}{4}$ E.	S. by E. $\frac{1}{4}$ E.	" $\frac{1}{4}$ W.	N. by W. $\frac{1}{4}$ W.
" $\frac{1}{2}$ "	" $\frac{1}{2}$ "	" $\frac{1}{2}$ "	" $\frac{1}{2}$ "
" $\frac{3}{4}$ "	" $\frac{3}{4}$ "	" $\frac{3}{4}$ "	" $\frac{3}{4}$ "
E. by N.	S. by E.	W. by S.	N. by W.
E. $\frac{1}{4}$ N.	S. $\frac{1}{4}$ E.	W. $\frac{1}{4}$ S.	N. $\frac{1}{4}$ W.
" $\frac{1}{2}$ "	" $\frac{1}{2}$ "	" $\frac{1}{2}$ "	" $\frac{1}{2}$ "
" $\frac{3}{4}$ "	" $\frac{3}{4}$ "	" $\frac{3}{4}$ "	" $\frac{3}{4}$ "

8a. Compass courses are now always given in degrees from 0° to 360° ; thus, 328° , 135° , etc.

9. A square-rigged vessel when close-hauled can approach nearer than six points.

10. The compass is described on a card, divided in several points, and the card being fixed on a piece of steel called the *needle*, which has been touched by a loadstone, acquires the property, when resting on a pivot fixed vertically in the compass, of pointing to the north; the other points will, of course, point to their respective parts of the horizon.

11. The compass has eight points in each quarter, equal to 90° , making in the whole, 32 points, equal to 360° of the horizon.

12. A square-rigged ship, when close hauled (as before mentioned), can lie no closer to the wind than six points; therefore, if a ship be close hauled on the starboard tack, and her head at north, count six points from thence to the right hand, or towards the east, and you will find the wind must be ENE. The wind then forms an angle with the keel of six points, $67^\circ 30'$.

13. The *lubber's point* is a vertical line drawn on the inside of the bowl of the compass, to correspond to the vessel's head; the point of the card coinciding with it shows the course steered. (See Pl. XLI.)

14. The compass card and needle are mounted on a pivot in the bowl, and the bowl is filled with alcohol and water, which will not freeze. This keeps the card from wabbling or moving too quickly.

15. Magnets and iron rods are used to neutralize the effect of the steel in the ship so that the needle may always point nearly true *north*.

THE LEAD.

16. Every seaman should know how to "heave the lead."

What is a lead-line?

How many fathoms of line on a hand lead?

What are the marks?

What are the deeps?

What are the weights of hand leads?

How is a hand lead-line marked?

How tell the depth at night?

What is the length of a deep-sea lead-line?

What are the weights of deep-sea leads?

How is the line marked?

What is a drift lead?

What is the principle of the deep-sea sounding machine?

How prepare lead and register, and how take a sounding?

17. Soundings, to ascertain the depth of water on entering or leaving a port, or in any case where there is supposed to be less than 20 fathoms of water, are taken by the hand lead, a quartermaster, seaman or ordinary seaman being stationed in the chains for the purpose; the lead weighing from 7 to 14 pounds, and the line being from 20 to 30 fathoms in length.

Both the hand and deep-sea lines are marked as follows:

At	2 fathoms	from the lead,	with	2 strips	of leather.
"	3	"	"	"	" 3 strips of leather.
"	5	"	"	"	" a white rag.
"	7	"	"	"	" a red rag.
"	10	"	"	"	" leather having a hole in it.
"	13	"	"	"	as at 3.
"	15	"	"	"	as at 5.
"	17	"	"	"	as at 7.
"	20	"	"	"	with two knots.
"	25	"	"	"	one knot.
"	30	"	"	"	three knots.
"	35	"	"	"	one knot.
"	40	"	"	"	four knots, etc.

These are known as the "marks." The numbers omitted, as 1, 4, 6, 8, etc., are called the "deeps," and they are spoken of together as the "marks and deeps of the lead-line."

18. Soundings by the hand lead are taken while the vessel has headway on, the leadsman throwing the lead forward and getting the depth as the vessel passes, while

the line is nearly perpendicular. He communicates the soundings obtained thus:

19. If the depth corresponds with either of the above marks, he says, "*By the mark 5 or 7.*" If the mark is a little below the surface, he says, "*Mark under water 5 or 7.*" If the depth is greater, or one-half more than any of the marks, he says, "*And a quarter,*" or "*And a half 5 or 7.*" If the depth is a quarter less, he says, "*Quarter less 5 or 7.*" If he judges by the distance between any two of the marks that the depth of water is 4, 6, 8, 9, 11, 12, 14, 16, 18, 19, or 21 fathoms, he says, "*By the deep, 4, 6,*" etc.

20. On the hand lead there are 9 "marks" and 11 "deeps."

21. On going into the chains for the purpose of sounding, the leadsman should see the breast-rope properly secured; his line clear, and the end made fast. If at night, he should take the distance from the breast-rope to the water's edge; then at each cast deduct this distance from the mark at hand and give it as the true sounding.

THE LOG.

22. The speed of modern ships is measured by mechanical "logs" of different kinds. These usually consist of a "rotator" which resembles the propeller of a ship and which is towed astern, and thus made to rotate with a velocity varying with the speed. The towing line is twisted by the "rotator" and transmits its motion to a series of gears and dials which have hands like a clock, and which register the distance run in an interval of time.

23. The log is usually fastened to the taffrail, or to a spar rigged out from the side of the ship to carry it clear of the current made by the propellers.

24. The "chip log," formerly used in sailing ships and occasionally in slow steamers, is rarely used in the Navy now-a-days and a description of it is not necessary.

THE RUDDER.

25. The rudder is the mechanism for steering a boat or a ship.

26. The rudder is moved by means of a *wheel* in the case of a ship, and by a *tiller* in the case of a boat.

27. When the wheel is turned to the *right*, the rudder moves to the right, and the ship's head turns to the right also; when the wheel is turned to the *left*, the rudder and the ship's head both turn to the left.

28. The tiller is used in small boats. The tiller and the rudder move in *opposite directions*. In order to make the boat move to the *right*, the tiller must be pushed to the *left*; and to make the boat move to the *left*, the tiller must be pushed to the *right*.

29. Every man who wears a bluejacket's uniform should know how to steer a boat or a ship under sail or steam. He should know all about the steering gear and should learn the "language of the wheel."

30. Learn the meaning of the following commands for a boat or a ship under steam or sail:

(1) What is meant by "right"?

What is meant by "left"?

What is meant by "meet her"?

What is meant by "steady"?

(2) What is meant by "luff"?

What is meant by "let her come up"?

What is meant by "bring her up two points"?

What is meant by "no higher"?

What is meant by "let her go off"?

What is meant by "keep away two points"?

What is meant by "nothing off"?

What is meant by "nothing to the eastward," etc.?

What is meant by "hard up"?

What is meant by "hard down"?

What is meant by "to bear up"?

What is meant by "hard over"?

What is meant by "conning a ship"?

What is meant by "steerage way"?

What is meant by "sternboard"?

31. Learn the meaning or use of the following:

- | | |
|--------------------------|----------------------|
| (1) Steam steering gear. | Scudding. |
| Hand steering gear. | Full and by. |
| The rudder. | Close hauled. |
| The rudder post. | Off the wind. |
| The tiller. | By the wind. |
| The yoke. | On the wind. |
| The yoke ropes. | Beating to windward. |
| The back chains. | Going free. |
| The pintles. | Boxing off. |
| The gudgeons. | Hauling to the wind. |
| The woodlock. | Hove to. |
| A "jury" rudder. | Laying to. |
| Relieving tackles; use? | Broaching to. |
| The wheel. | To windward. |
| The wheel ropes. | To leeward. |
| The king spoke. | Weather side. |
| (2) Going about. | Lee side. |
| Tacking. | Wind on the bow. |
| Wearing. | Wind abeam. |
| Missing stays. | Wind abaft the beam. |
| Taken aback. | Wind on the quarter. |
| Running. | Wind aft. |

LIGHT-HOUSES.

32. Various kinds. What used for.

BUOYS.

33. State various kinds and how placed.

What used for. Red buoys. Black buoys.

Gas buoys; whistling and bell buoys; mid-channel buoys.

Beacons. Obstruction buoys.

When does a buoy watch?

What is meant by "Bleeding a buoy"?

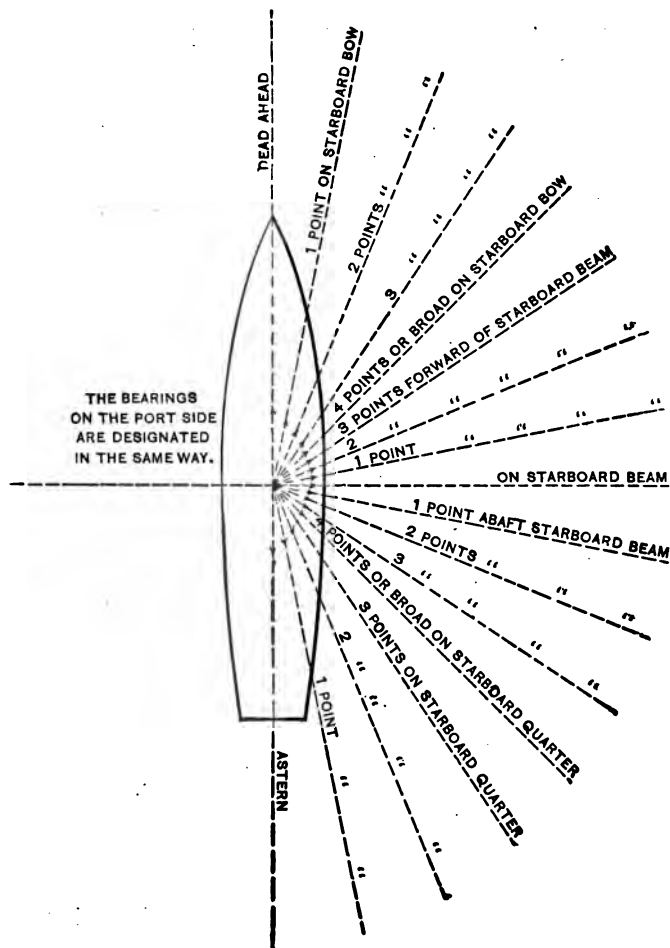


PLATE XLII.

RUNNING LIGHTS.

34. Describe running rights; anchor lights.

Steamer.

Towing.

Sailing vessel.

Pilots.

LOOKOUTS.

35. Some of the duties of a lookout have been named. A lookout should be wide awake and alert at all times. His duties are very important. He should never sit down, talk or lounge, but should keep his eyes on the horizon; and in a fog or in thick weather he should listen attentively for fog whistles, bell buoys, whistling buoys, and breakers, and report promptly if he sees or hears anything.

36. The bow lookouts should watch the running lights and report at once to the officer of the deck if the lights grow dim or go out. Also watch "position buoy," report its position.

NAVAL CODES OF SIGNALS.

The United States Navy signal system comprises the following methods of signalling:

1. Navy Flag Code, using the International Code alphabet flags and pennants with certain additional flags and pennants as shown in Plates XLVII-L. Men should learn these flags and pennants and how to bend on and hoist them.

2. Semaphore System. (Hand flags and machine), Plates LI-LIV.

3. Wig-Wag. (Flags for daytime, electric portable, hand lantern, and hand torch for night.) Using alphabet, letters and numerals of the International Morse Code (Dot and Dash) with certain additional symbols, conventional meanings, and secondary meanings.

4. Flashing or Occulting Light, using the "Dot and Dash Code" and conventional signals of the Wig-Wag System.

5. Sound, using the "Dot and Dash Code" and conventional signals of the Wig-Wag System.

6. Very's, using the Navy Flag Code, by dot and dash characters.

7. Radio signals, using Dot and Dash Code (International Morse).

INSTRUCTIONS.

8. Every man in the Naval Service should be proficient in all methods of signalling. To enable him to send and receive messages at a fair rate of speed will require regular study and practice. He should take pride in learning all methods of signalling as quickly as possible. He should be thoroughly familiar with all flags and pennants and their meanings. To signal intelligently he must know the codes so thoroughly that he can make any letter or character without hesitation. The motions and characters should never be slurred or run together. Accuracy should be given the first consideration. Speed should always be sacrificed for accuracy.

NAVY FLAG CODE.

9. The flags and pennants shown in Plates XLVII-L are used. Groups of one, two, three, or four letters are formed which have certain meanings in the General Signal Book, the Battle Signal Book, or the Boat and Deck Book. The first two named are confidential while the last contains a number of signals of a non-confidential nature taken from the General Signal Book. These signals, as contained in the Deck and Boat Book, are such as should be habitually kept on the bridge to facilitate signalling. In signalling by flags see them clear before hoisting, run the hoist up smartly, avoiding jerking and allowing the flags to drop back from the yardarm until ready for hauling down.

SEMAPHORE SYSTEM.

10. Hand flags or machine as shown in Plates LI-LIV are used. With the machine the lower arm or indicator is displayed on the right of the sender to denote his right. At

night a red light screened to the rear and mounted on top of the machine indicates the direction of sending. The arms are painted yellow and electric lights are installed on them for night use. Hand flags shall be about 15 inches square and similar to the following alphabet flags, viz.: P and O. When using these flags select the ones which give the most marked contrast to your background. These flags are mounted on staffs two feet long. The semaphore is the most rapid method of sending a spelled-out message and therefore great care should be taken in not slurring over letters. In signalling with the flags the arms shall be held straight and the staff shall be held so as to form a continuation of the arm. The sender should always hold the last character made and not proceed until it is clear in his mind what the next character is to be and how he is to make it.

11. All messages are spelled out unless preceded by "Signals follow," in which case the meaning shall be sought in the General Signal Book. The character "Letters follow" indicates a return to a spelled-out message from signals.

12. With the machine "Interval" (end of word) is made by closing the arms, but leaving the indicator showing. "Double interval" (end of sentence) is two successive "chop-chop" signals. "Triple interval" (end of message) is three successive "chop-chop" signals followed by closing both arms and indicator. The chop-chop signal is made by placing both arms at the right horizontal and then moving them up and down in a cutting motion, the indicator being displayed.

13. With hand flags "Interval" is as shown in Plate LIV. "Double interval" is two successive chop-chop signals. "Triple interval" is three successive chop-chop signals and withdraw flags from view.

14. There are no numerals; numbers are spelled out.

15. **To Call a Station.** Face it squarely and make its call. If there is no immediate reply, wave the flags over the head or wave the arms towards the upper vertical to attract

attention, making the call at frequent intervals. The station called answers by making its own call. With the machine this call is left displayed until the message has been received and understood. When the sender makes "End of message" the receiver, if message is understood, extends the arms or flags horizontally and waves them until the sender does the same, when both leave their stations.

16. **Error.** If, in the course of a signal the sender discovers that he has made an error, he should make the letter "A" agitated, after which he proceeds with the signal, beginning with the word or group in which the error occurred.

17. Conventional signals are used with the following exceptions:

Error "A" (agitated).

Interrogatory "O" (agitated).

Those of five or six elements cannot be made and must be spelled out.

18. If, in the course of a signal addressed to a single ship, the receiver does not understand a word, character, or display, he should "break in" with the characters "Repeat after (word) Interrogatory, A (word)"; or, to have a whole message repeated, he should make the displays which signify "Repeat last message" (Interrogatory three times).

19. In the case of a message addressed to several ships, an individual ship failing to understand a word shall not break in, but shall continue to read as much of the message as possible, and after the whole message has been sent request shall be made to the next ship, or to the Division Commander, or to the Commander-in-Chief to repeat the missing portion.

DOT AND DASH CODE.

1. The Dot and Dash Code comprises the alphabet and numerals of the International Morse Code, together with

certain additional symbols and secondary meanings, as follows:

INTERNATIONAL MORSE CODE.

Alphabet and numerals.

The Alphabet.

A .—	J .— — —	S ...
B —....	K —.—	T —
C —. —.	L .—..	U ..—
D —..	M — —	V ...—
E .	N —.	W .— —
F ..—.	O — — —	X —. —.
G — —.	P .— —.	Y —. — —
H	Q — — —.	Z — — —.
I ..	R .—.	

Numerals.

1 . — — — —	5 8 — — — —.
2 . — — — —	6 — — — —. 9 — — — —.
3 ... — —	7 — — — —. 0 — — — — —
4 —	

Additional Symbols.

Cornet — — — —	Signals (follow) .. — —
Letters (follow) — — —.	Code interval or designator . — — —

CONVENTIONAL SIGNALS.

For use in all methods of signalling except flag hoist and Very.

Exceptions,
Ardois and Semaphore.

End of word..... Interval.
End of sentence... Double interval.
End of message... Triple interval.
Signal separating — . . . —
preamble from address; address
from text; text
from signature.
Acknowledgment... . — . (R)
Error
Interrogatory — — .

Double interval.
(Signature also
preceded by
"Sig. interval.")

A¹
O¹

¹Flags or arms agitated in semaphore.

Repeat after (word) Interrogatory, A (word).

Repeat last word.. Interrogatory twice.

Repeat last message Interrogatory three times.

Send faster QRQ

Send slower QRS

Cease sending QRT

Wait a moment.... — None.

Execute IX, IX

Move to your right MR

Move to your left.. ML

Move up MU

Move down MD

Finished (end of work) — None.

SECONDARY MEANINGS.

Used only in flag hoists, semaphore, Very, or in transmitting Navy flag code by other systems. (The use of Navy flag code is indicated by "Signals follow" ..— —)

Negative (K) — . — . Interrogatory (O) — — —

Preparatory (L) . — . . Affirmative (P) . — — .

Annulling (N) — .

Convenient arrangement for learning Dot and Dash Code.

E : T —

I . . M — —

S . . . O — — —

H

A . — N — .

W . — — D — . .

J . — — — B — . . .

A . —

U . . —

V . . . —

P . — — . X — . . —

F . . — . Q — — . —

R . — . K — . —

L . — . . Y — . — —

C — . — . G — — . Z — — . .

WIG-WAG CODE.

1. In this system the Dot and Dash Code is used with certain additional characters and conventional signals as enumerated above.

2. In this system a flag mounted on a staff, a hand torch, electric portable, hand lantern, or beam of a search-light may be used. There is one position and three motions. "Position" is with the flag or other signal appliance held vertically, the signalman facing squarely toward the station with which it is desired to communicate. In the first motion ("dot") the appliance is waved to the right of sender and will embrace an arc of 90° , starting from the vertical and returning to it, and shall be made in a plane at right angles to the line connecting the two stations. The second motion ("dash") is a similar motion to the left of the sender. To make the third motion, "Interval," the flag is waved downward directly in front of the sender and instantly returned to "Position." It is important to obtain a contrast between the flags and background as explained under the "Semaphore System."

3. To call a station, face it and make its call; if necessary to attract attention, wave the flag (or torch), making the call at frequent intervals. The station called makes "Acknowledgment"; the sending station then makes "Acknowledgment" and proceeds with the message. At night each ship called shall acknowledge by making her own call letter; the calling ship then makes her own call letter which the receiving ships repeat; the calling ship then makes "Acknowledgment" and proceeds with the message.

4. If in the course of a signal, the sender discovers that he has made an error, he should make ".....interval," after which he proceeds with the signal, beginning with the words in which the error occurred.

5. If, in the course of a signal addressed to a single ship, the receiver does not understand a word, character, or display, he should "break in" with the characters "Repeat after (word) Interrogatory, A (word)"; or, to have a whole message repeated, he should make the displays which signify "Repeat last message" (Interrogatory three times).

6. In the case of a message addressed to several ships, an individual ship failing to understand a word shall not break in, but shall continue to read as much of the message as possible, and after the whole message has been sent request shall be made to the next ship, or to the Division Commander, or to the Commander-in-Chief to repeat the missing portion.

FLASHING OR OCCULTING LIGHT.

1. The Dot and Dash Code is used in this system. The signals are made by the following methods: Yardarm blinker, blinker tube, acetylene lamp, and search-light. A short flash represents a "dot," a long flash a "dash," and a long steady display an "interval." The "interval" is not used in spelled-out messages.

2. The flash representing a dot should be no longer than for the light to become visible. A dash should be three times as long as a dot. The space between dot and dashes in letters should equal the length of a dot. The space between letters should equal a dash and the space (interval) between words should equal two dashes. For beginners it may be necessary to lengthen the dashes in order to make more of a distinction between dot and dashes.

3. Any signal is a spelled-out message unless preceded by "Signals," in which case it is to be sought in the General Signal Book. A return to spelling is indicated by "Letters."

4. In calling a ship or force the same procedure is followed as in the Wig-Wag.

SOUND SYSTEM.

1. The Dot and Dash Code is used. Except when made by the steam whistle any signal is a spelled-out message unless preceded by "Signals," in which case it is to be sought in the General Signal Book. A return to spelling is indicated by "Letters." Use a toot for a dot and a longer blast for a dash and a much longer blast for "Interval." In using a bell or other appliance by which the duration of the sound cannot be controlled, use one stroke for a dot, two strokes for a dash, and three strokes for "Interval." With sound signals 'double interval' is, and triple interval is . — . — . When signalling by bell triple interval becomes

2. Units are called until acknowledged. The acknowledgment is made by sounding own call letter immediately after . — . . — . "Interval." The calling ship then sounds . — . . — . "Interval" and own call letter, and proceeds with the message.

NOTE.—This system is not to be used except in emergencies or except for exercise in unfrequented regions.

VERY'S SYSTEM.





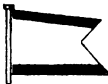










1. The Dot and Dash Code is used. All signals made shall be Navy Flag Code. The code is transmitted by projecting red stars and green stars into the air from a specially constructed pistol, supplemented by rockets. Use a red star for a dot and a green star for a dash, and a bracketed star, *i. e.*, a red and a green star fired simultaneously, for "Interval." "Double interval" (separating code groups) make two "Intervals." "Triple interval" (end of message) three "Intervals." Stars should be projected nearly vertically and so as to fall in the direction of the unit addressed. Should a star be broken by the shock of discharge, the pieces shall be considered as one star.



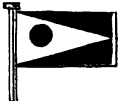
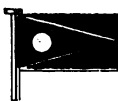

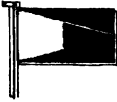














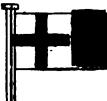


Conventional signals are as follows:

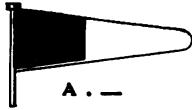
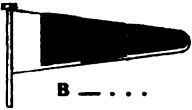

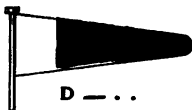

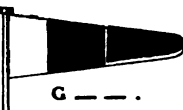
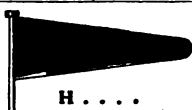


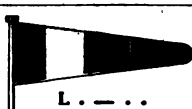

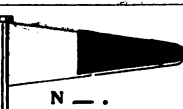
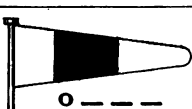
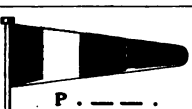
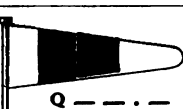
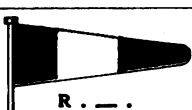

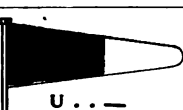
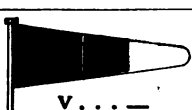

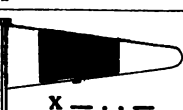
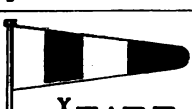
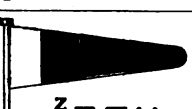
General Call:	Rocket and green star.	
Answering (acknowledgment).....	Red star (..)	
Repeat	Green star (—)	
Interval (separating the alphabet letters of a signal.).....	{ Red Star Green Star }	Bracketed.
Execute	Rocket and red star.	
Distress or danger.....	Red star several times.	
Numerals follow (end).....	Rocket { Red Star Green Star }	Rocket

RADIO SIGNALS.

1. The Dot and Dash Code or International Morse Code is used.
2. This system coming under a special detail of men will not be treated further.

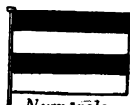
 <p>President's Flag</p>	 <p>Senior Officer Present</p>	 <p>Consular Flag</p>
 <p>Secretary of the Navy Assistant Secretary, colors reversed</p>	 <p>Torpedo Flotilla Commander</p>	 <p>Commission Pennant</p>
 <p>Admiral</p>	 <p>Submarine Flotilla Commander</p>	 <p>Naval Militia Distinguishing</p>
 <p>Vice Admiral</p>	 <p>Torpedo Division Commander Surcharged Division Number</p>	 <p>Naval Militia Commodore</p>
 <p>Rear Admiral Senior, Blue Junior, Red</p>	 <p>Submarine Division Commander Surcharged Division Number</p>	 <p>Naval Militia Commission Pennant</p>

 A . . .	 B	 C	 D
 F	 G	 H	 J
 K	 L	 M	 N
 O	 P	 Q	 R
 S	 U	 V	 W
 X	 Y	 Z	CALL FLAGS

 A . . .	 B	 C
 D . . .	 F	 G
 H	 J	 K
 L	 M	 N
 O	 P	 Q
 R	 S	 U
 V	 W	 X
 Y	 Z	SHIP CALL PENNANTS



Cornet.



Numerals.

Ardois—Upper light pulsated.

Very—Rocket } • { Rocket.

None in other codes.

Repeaters.



1st Repeater.



2d Repeater.

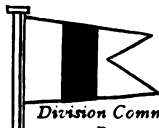


3d Repeater.

*Force Flags and Division Commander's Pennant.
Preceded by call prefix in Sound, and Flash, and by Rocket
in Very.*



Battleship Force.



*Division Commander's
Pennant.*



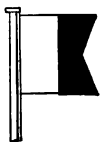
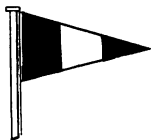
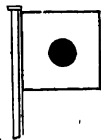
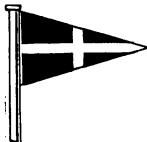
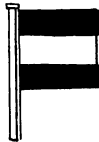
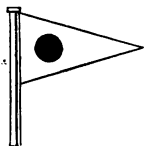
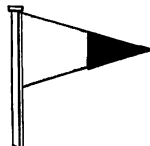
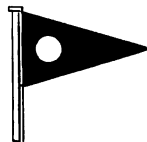
Torpedo Force.



Submarine Force.

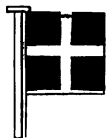


Alphabetical Code Flags and Pennants
(Same as International Code)

*ABLE**EASY**ITEM**BOY**FOX**JIG**CAST**GEORGE**KING**DOG**HAVE**LOVE*



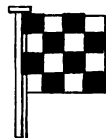
MIKE



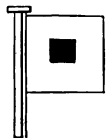
RUSH



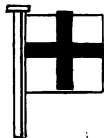
WATCH



NAN



SAIL



X-RAY



OBOE



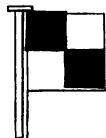
TARE



YOKE



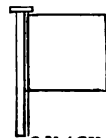
PUP



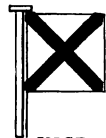
UNIT



ZED












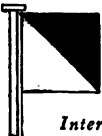









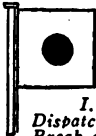
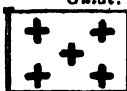






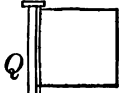

QUACK



VICE

The last ten letters have secondary meanings as numerals in Flag Code and Very.

Day.		Flash.	Sound.	Very.
 <p><i>Answering and Divisional.</i></p>	<i>Answering.</i>			
				
	<i>Interval.</i>			
	<i>Code Interval.</i>			
				
<p><i>K</i></p>  <p><i>Negative or No!</i></p>				
<p><i>L</i></p>  <p><i>Preparatory.</i></p>				
<p><i>N</i></p>  <p><i>Annulling.</i></p>	<div style="border: 1px solid black; padding: 5px; text-align: center;"> <i>Signal of Execution.</i> </div> 			
<p><i>O</i></p>  <p><i>Interrogatory.</i></p>				<p><i>Repeat.</i></p> 
<p><i>P</i></p>  <p><i>Affirmative or Yes!</i></p>				
	<p><i>Before a signal.</i></p> 			<p><i>Rocket.</i></p> 

Day.	Flash	Sound	Very
 <i>Danger and Designating.</i> <i>Navy Register Use.</i>	No Danger Signal.		<i>Danger.</i> • <i>Repeated.</i>
	Designating. • — • —		
 <i>I.</i> <i>Dispatch.</i> <i>Break down.</i> <i>Man overboard.</i>	•• Flashed "Man Overboard"	Toots for ten seconds.	
 <i>Guide.</i> <i>Guard.</i>	 <i>Convoy.</i> <i>Position</i> <i>Division Guide.</i>	 <i>Full Speed.</i> <i>Meal.</i> <i>Flag Officer Leaving.</i>	
 <i>General Recall.</i> <i>Boat Recall with</i> <i>numeral above.</i>	 <i>Submarine Warning</i> <i>Flag.</i>	 <i>Battle Efficiency.</i>	
 <i>Red Cross.</i>	 <i>Quarantine</i>	 <i>Church</i>	

UNITED STATES NAVY

NOTE.—The following tables exhibit in parallel columns the wig-wag, sound, and flash systems based on the dot and dash (International code, and the hand-flag and semaphore-machine systems using the semaphore code. The letters Q to Z, inclusive, have secondary meanings numerals in the flag, and Very systems only.













Column 1	Column 2	Column 3	Column 4		Column 5
CHARACTERS	WIG-WAG, SOUND AND FLASH SYSTEMS	SECONDARY MEANINGS	TWO-ARM SEMAPHORE		SECONDARY MEANINGS
			MA- CHINE	HAND FLAGS	
A	..—				Error (Agitated)
B	—...				
C	—...—				
D	—...				
E	.				
F	...—				

PLATE LI.

















































Column 1	Column 2	Column 3	Column 4		Column 5
G	— — •				
H	• • • •				
I	• •				(IX) Execute
J	• — — —				
K	— • —	Negative			Negative
L	• — • •	Preparatory			Preparatory
M	— —				
N	— •	Annulling			Annulling

PLATE LII.

Column 1	Column 2	Column 3	Column 4		Column 5
O	— — —	Interrogatory			Interrogatory
P	. — — .	Affirmative			Affirmative
Q	— — — .				
R	. — .				
S	. . .				
T	—				
U	. . —				
V	. . . —				

Column 1	Column 2	Column 3	Column 4	Column 5	
W	. ---				
X	--- .				
Y	--- . ---				
Z	--- . .				
Cornet	--- ---				
Letters (follow)	--- --- .				
Signals (follow)	. . ---				
Interval	. --- . ---				Designator

MANUAL OF ARMS.

1. In the succeeding pages will be found illustrations of all the positions of the Manual of Arms.

2. The recruit should *study these pictures carefully and practice the positions frequently* in order that he may learn them quickly. He must remember that the Instructor works very hard to teach all these movements in the short time allowed for the work, and it is the recruit's duty to *assist the Instructor as much as possible* by studying the Handy Book and by paying strict attention on drill.

3. The orders in brackets shown in the plates are those used in the U. S. Army Manual. The standardization of the manuals of the two branches of the service is now being worked out.



Plate 1.
Order arms.



Plate 2.
Present arms.



Plate 3.
Coming to order.



Plate 4.
Port arms.



Plate 5.
Open and close chamber.



Plate 6.
Shoulder arms.
[Right shoulder arms.]



Plate 7.
Slope arms
[Left shoulder arms.]



Fig. 1.
Krag rifle.



Fig. 2.
Army rifle.

Plate 8.—Parade rest.



Plate 9.
Trail arms



Plate 10.
Charge bayonet.



Plate 11.
Sling arms.



Plate 12.
Secure arms.



Plate 13.
Order kneeling.



Plate 14.—Lying down.



Plate 15.
Lying down without arms.



Plate 16.—Load.



Plate 17.
Adjusting the sight.



Plate 18.
Aim.



The squatting position



Plate 19.

The kneeling position.



Plate 20.
The prone position.

